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**AGENDA**

**Tuesday January 11, 2011 8:00 a.m.**

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on January 11, 2011 at 8:00 am in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

**8:00 Call to Order**

1. Presentation of Colors
2. Approve Agenda

**8:10 Comments and Announcements**

**8:15 Governor Mark Dayton, DNR Commissioner Tom Landwehr, Senator Leroy Stumpf, and Representative Dan Fabian**

**8:45 Consent Agenda**

1. Approve Liquor Licenses
2. Approve Step Increase for HSEM
3. Rescind Resolution 2010-11-08
4. Document Recording Compliance Report
5. Approve Chief Deputy Benefit Payout
6. Approve Bills

**9:00 Bid Opening**

1. 2011 Publishing Bids

**9:15 County Attorney's Office**

1. Discuss Victim Services Program

**9:45 Break**

**10:00 Highway Department Engineers Report**

1. Gravel Purchase Contract with Lester and Verna Grafstrom
2. Final Payout to Spruce Valley Corporation for SAP 68-599-90 for \$8,524.83
3. Motor Grader Purchase
4. County Shops

**10:30 Discussion**

1. Ethics Policy
2. Meeting Management
3. Compensatory Time
4. Recorder's Office Part-time Staff Position
5. Highway Department Employees Association Labor Negotiation

**11:45 Committee Reports**

**12:55 Future Agenda Items**

**1:00 Adjourn**

**FYI**

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, Glenda Phillipe, - District 2, Jack Swanson,  
District 3, Roger Falk - District 4, Russell Walker; Vice-Chair - District 5, Mark Foldesi; Chair

An Equal Opportunity Employer

ITEM # Consent 1  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Monsrud, Martie	<b>*Department</b> Auditor	<b>*Board Meeting Date</b> Jan 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Approve Liquor Licenses

**\*Background (Provide sufficient detail of the subject):**  
 All application materials have been received in the Auditor's office. The Board needs to approve a resolution authorizing a license for each applicant. A sample resolution is 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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk



**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, 2011 – January 31, 2012**

BE IT RESOLVED that off-sale 3.2 percent malt liquor licenses for the period February 1, 2011, through January 31, 2012, 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, 2011, 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, 2011, 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, 2011, 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, 2011, 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



ITEM # Consent 2  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Monsrud, Martie	<b>*Department</b> Auditor	<b>*Board Meeting Date</b> Jan 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Approve Step Increase for HSEM

**\*Background (Provide sufficient detail of the subject):**  
 Ms. Nelson is due for a step increase. She moves from a step 9E to a step 9F. As is current policy, this is a longevity step increase and is not merit based. She was eligible January 1, 2011. The Board Chair will need to sign the Payroll Change Form.

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

# PAYROLL CHANGE

Name: Gracia Nelson

Board Approval Date: \_\_\_\_\_

Effective Date: 1/1/11

New \_\_\_\_\_

Pay Rate: \$28.95

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

Grade/Step: 9F

Title: Emergency Service Director

Department: Emergency Service

Full-time

Part-time

Temporary

CHANGE VACATION \_\_\_\_\_ V1 (1-5 yrs., 4 hrs) \_\_\_\_\_ V2 (5-10 yrs., 5 hrs) \_\_\_\_\_ V3 (10-15 yrs., 6 hrs)  
 CODE TO: \_\_\_\_\_ V4 (15-20 yrs., 7 hrs) \_\_\_\_\_ V5 (over 20 yrs, 8 hrs) \_\_\_\_\_

GRADE/STEP CHANGE:	Current	Grade/Step	<u>27.90</u>
	New	Grade/Step	<u>28.95</u>

PAY RATE CHANGE:	Current	<u>9E</u>	New	<u>9F</u>
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SEVERANCE PAY: <i>(Balance of _____ divided by two)</i>	Vacation	_____ hours @ _____	per hour	<u>\$0.00</u>
	Sick	_____ hours @ _____	per hour	<u>\$0.00</u>
	Comp.	_____ hours @ _____	per hour	_____
	Holiday	_____ hours @ _____	per hour	_____
	<b>TOTAL</b>			

## REASON FOR CHANGE

- |   |  |
|---|--|
| <p><input type="checkbox"/> New Employee - Hire Date: _____</p> <p><input type="checkbox"/> Rehire</p> <p><input type="checkbox"/> Address Change</p> <p><input type="checkbox"/> Vacation Anniversary</p> <p><input checked="" type="checkbox"/> Grade/Step Change</p> <p><input type="checkbox"/> Pay Rate Change</p> <p><input type="checkbox"/> Title Change</p> <p><input checked="" type="checkbox"/> Anniversary Step Increase</p> <p><input type="checkbox"/> Resignation/Termination</p> | <p><input type="checkbox"/> Retirement</p> <p><input type="checkbox"/> Layoff</p> <p><input type="checkbox"/> Family/Medical Leave</p> <p><input type="checkbox"/> Return From Leave</p> <p><input type="checkbox"/> Reevaluation of Current Job</p> <p><input type="checkbox"/> Transfer</p> <p><input type="checkbox"/> Annual Cost of Living Adjustment</p> <p><input type="checkbox"/> Other _____</p> |
|---|--|

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Signature of Department Supervisor*

\_\_\_\_\_ *Date*

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> Jan 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Rescind Resolution 2010-11-08

**\*Background (Provide sufficient detail of the subject):**  
 There is some confusion regarding resolution 2010-11-08 which states that "the Board does hereby approve a 50:50 cost share of the 15% health insurance premium increase for 2011." The Board's intent was to approve what had been negotiated with non-union employees as well as the two LELS Union groups. However, there appears to be some confusion regarding this intent. The Board cannot unilaterally make a decision on an item that is contained in a labor agreement without having negotiated it. An agreement has not been reached at this time with the HDEA so this resolution can't apply to that labor group. Resolution 2010-11-09 and Resolution 2010-11-10 specifically address groups of employees that the agreement applies to. This resolution is unnecessary and open to misinterpretation as written. I would encourage the Board to revise or rescind the motion.

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

The Board discussed 2011 Health Care premium cost share. A motion was made by Commissioner Falk, seconded by Commissioner Walker and carried unanimously to adopt the following resolution:

2010-11-08

BE IT RESOLVED, that the Board does hereby approve a 50:50 cost share of the 15% health insurance premium increase for 2011.

BE IT FURTHER RESOLVED, the Board authorizes payment into VEBA accounts at a rate of \$100 for single plans and \$200 for family plans.

The Board discussed the 2011 Law Enforcement Labor Services contract agreements with the Sheriff's Office Deputies and the Detention Center Dispatcher/Correctional Officers. A motion was made by Commissioner Falk, seconded by Commissioner Swanson and carried by a 3-1 vote with Commissioner Walker opposed to adopt the following resolution:

2010-11-09

BE IT RESOLVED that the Board does hereby approve a three year contract beginning January 1, 2011 and terminating December 31, 2013 with Local 314 - Deputies and Local 315 – Dispatcher/Correctional Officers which includes the following contract revisions:

- 50:50 cost share of the 15% health insurance premium increase in 2011
- Insurance re-opener in years 2012 and 2013
- 2% cost of living increase in 2011
- 0% increase in 2012
- 0% percent increase in 2013

The Board discussed Non-Union Labor Relations. Non Union employees met with Commissioner Foldesi and Falk and Coordinator Klein to discuss wage, benefit and working condition requests.

A motion was made by Commissioner Falk, seconded by Commissioner Swanson and carried by a 3-1 vote with Commissioner Walker opposed to adopt the following resolution:

2011-11-10

BE IT RESOLVED, that the Board does hereby approve a 50:50 cost share of the 15% increase in the 2011 County Health Insurance premium for 2011 and agrees to pay \$261.75 toward the single monthly premium and \$632.50 toward the family monthly premium for either the \$2,250 deductible VEBA plan or the \$5,000 deductible HSA plan.

BE IT FURTHER RESOLVED, the Board authorizes annual contribution to VEBA accounts in the amount of \$1,200 for single policies and \$2,400 for family policies.

BE IT FURTHER RESOLVED, the Board approves the following wage increases for non-union employees:

- 2% cost of living increase in 2011
- 0% cost of living increase in 2012
- 0% percent cost of living increase in 2013

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 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
Document Recording Compliance Report

**\*Background (Provide sufficient detail of the subject):**  
The Recorder is required to provide a report to the Board each year regarding compliance with MN Statutes 357.182 Subdivision 3 which outlines the maximum time allowed to record documents. For calendar years 2009 and 2010, the maximum time allowed for completion of the recording process for documents presented in recordable form will be 15 business days. For calendar year 2011 and thereafter, the maximum time allowed for completion of the recording process for documents presented in recordable form will be ten business days. Instruments recorded electronically must be returned no later than five business days after receipt by the county in a recordable format. Recorder Pam Grand has provided a letter advising the Board that she is in compliance with the Statute. The Board may request to visually inspect the document recording report if so desired.

**\*Financial Consideration:**

**\*Legal Consideration:**  
Statute 357.182

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk



ROSEAU COUNTY RECORDER

January 6, 2011

County Commissioners,

Minnesota Statute 357.182 requires that starting with 2008; the County Recorder and Registrar of Titles file with the County Commissioners a report. This report establishes the status of compliance for the previous year in regards to Subdivision 3 of said Statute. I Pamela S. Grand, Roseau County Recorder is happy to report that our office is in Compliance for 2010.

A handwritten signature in blue ink that reads "Pamela S. Grand". The signature is written in a cursive style and is positioned above a thin horizontal line.

Roseau County Recorder

ITEM # Consent 5  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Klein, Trish	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Jan 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Approve Benefit Payout for Terry Bandemer

**\*Background (Provide sufficient detail of the subject):**  
 What follows is the Payroll Change form detailing the benefit payout for Terry Bandemer. This needs Board 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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

# PAYROLL CHANGE

Name: Terry Bandemer

Board Approval Date: \_\_\_\_\_

New \_\_\_\_\_

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

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

Grade/Step: \_\_\_\_\_

Pay Rate: 32.8

Title: Chief Deputy Sheriff

Department: Sheriff

Full-time

Part-time

Temporary

**Change Vacation Code To:**

V1 (1-5 yrs., 4 hrs)    
  V2 (5-10 yrs., 5 hrs)    
  V3 (10-15 yrs., 6 hrs)  
 V4 (15-20 yrs., 7 hrs)    
  V5 (over 20 yrs., 8 hrs)

**Grade/Step Change:**

Current Grade/Step \_\_\_\_\_ New Grade/Step \_\_\_\_\_

**Pay Rate Change:**

Current \_\_\_\_\_ New \_\_\_\_\_

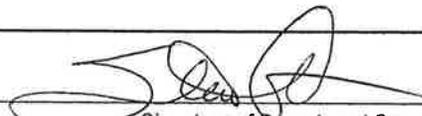
**Severance Pay:**

<i>(Balance of divided by two)</i>	Vacation	<u>124.00</u> hours @	<u>\$32.80</u> per hour	<u>\$4,067.20</u>
	Sick	<u>106.00</u> hours @	<u>\$32.80</u> per hour	<u>\$3,476.80</u>
	Comp.	_____ hours @	_____ per hour	<u>\$0.00</u>
	Holiday	<u>30.00</u> hours @	<u>\$32.80</u> per hour	<u>\$984.00</u>
	<b>TOTAL</b>			

**REASON FOR CHANGE**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> New Employee - Hire Date: _____</li> <li><input type="checkbox"/> Rehire</li> <li><input type="checkbox"/> Address Change</li> <li><input type="checkbox"/> Vacation Anniversary</li> <li><input checked="" type="checkbox"/> Grade/Step Change</li> <li><input type="checkbox"/> Pay Rate Change</li> <li><input type="checkbox"/> Title Change</li> <li><input type="checkbox"/> Anniversary Step Increase</li> <li><input checked="" type="checkbox"/> Resignation/Termination</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Retirement</li> <li><input type="checkbox"/> Layoff</li> <li><input type="checkbox"/> Family/Medical Leave</li> <li><input type="checkbox"/> Return From Leave</li> <li><input type="checkbox"/> Reevaluation of Current Job</li> <li><input type="checkbox"/> Transfer</li> <li><input type="checkbox"/> Annual Cost of Living Adjustment</li> <li><input type="checkbox"/> Other _____</li> </ul> |
|--|---|

Comments: Terry Bandemer's last day of employment was 12/31/2010.

Approved by:   
 \_\_\_\_\_  
 Signature of Department Supervisor

1-6-11  
 \_\_\_\_\_  
 Date

ITEM # Consent 6  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Klein, Trish	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Jan 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Approve Bills for Payment

**\*Background (Provide sufficient detail of the subject):**  
 The Board will review Auditor and Commissioner warrants and approve for payment.

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

	<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
5	DEPT				Board Of Commissioners		
	1872	<b>Johnston/Alan B</b>		46.00			
		01-005-000-0000-6331		23.00	MI-SIGN CONTRACT 12/23		Mileage & Expense
		01-005-000-0000-6331		23.00	MI-BRD MTG 12/28		Mileage & Expense
	1872	<b>Johnston/Alan B</b>		<b>46.00</b>	<b>Vendor Total</b>		
	895	<b>Walker/Russell</b>		140.00			
		01-005-000-0000-6331		140.00	MI-JOINT POWERS MTG		Mileage & Expense
	895	<b>Walker/Russell</b>		<b>140.00</b>	<b>Vendor Total</b>		
5	<b>DEPT Total:</b>			<b>186.00</b>	<b>Board Of Commissioners</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
55	DEPT				Assessor		
	9126	<b>CDW Government Inc</b>		212.87			
		01-055-000-0000-6405		212.87	DYMO LABELWRITER	VWK1701	Office Supplies
	9126	<b>CDW Government Inc</b>		<b>212.87</b>	<b>Vendor Total</b>		
	1415	<b>North Country Business Prod</b>		291.72			
		01-055-000-0000-6405		291.72	(3) CHAIRMATS	ARIN131145	Office Supplies
	1415	<b>North Country Business Prod</b>		<b>291.72</b>	<b>Vendor Total</b>		
55	<b>DEPT Total:</b>			<b>504.59</b>	<b>Assessor</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
63	DEPT				Information Technology		
	9126	<b>CDW Government Inc</b>		5,234.96			
		01-063-000-0000-6662		5,234.96	PROMISE RAID BOX	WGK5306	Capital Outlay-Computer Equipment
	9126	<b>CDW Government Inc</b>		<b>5,234.96</b>	<b>Vendor Total</b>		
	5779	<b>Dell Marketing LP</b>		3,255.89			
		01-063-000-0000-6662		949.25	OPTIPLEX 780 ( IT DEPT )	559565606P	Capital Outlay-Computer Equipment
		01-063-000-0000-6662		1,057.81	POWER EDGE R410 MOTHERBOARD	559607101P	Capital Outlay-Computer Equipment
		01-063-000-0000-6662		769.50	(3) MONITORS	560418167P	Capital Outlay-Computer Equipment
		01-063-000-0000-6662		479.33	(2) MONITORS	XF62NMF17	Capital Outlay-Computer Equipment
	5779	<b>Dell Marketing LP</b>		<b>3,255.89</b>	<b>Vendor Total</b>		
63	<b>DEPT Total:</b>			<b>8,490.85</b>	<b>Information Technology</b>	<b>2 Vendors</b>	<b>5 Transactions</b>

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
201	DEPT				Sheriff		
5671	<b>Austin Towing</b> 01-201-000-0000-6801			100.00 100.00	TOW UNIT 2702 TO BALLARDS	1524	Misc Expense
5671	<b>Austin Towing</b>			<b>100.00</b>	<b>Vendor Total</b>		
5779	<b>Dell Marketing LP</b> 01-201-000-0000-6662			1,057.80 1,057.80	POWER EDGE R410 MOTHERBOARD	559607101P	Capital Outlay-Computer Equipment
5779	<b>Dell Marketing LP</b>			<b>1,057.80</b>	<b>Vendor Total</b>		
6002	<b>Discount Two Way Radio</b> 01-201-000-0000-6455			103.95 103.95	BATTERIES KENWOOD RADIOS	135316	Supply-Communication
6002	<b>Discount Two Way Radio</b>			<b>103.95</b>	<b>Vendor Total</b>		
8056	<b>Holiday Commercial</b> 01-201-000-0000-6561			110.10 110.10	FUEL FOR SQUADS-DEC		Gas & Oil-County Vehicles
8056	<b>Holiday Commercial</b>			<b>110.10</b>	<b>Vendor Total</b>		
1401	<b>Quill Corporation</b> 01-201-000-0000-6405			179.02 179.02	OFFICE SUPPLIES	1054357	Office Supplies
1401	<b>Quill Corporation</b>			<b>179.02</b>	<b>Vendor Total</b>		
1801	<b>Streicher's Prof Police Equip</b> 01-201-000-0000-6454			966.14 966.14	2 GLOCK CONVERSION KITS SRT	1798343	Supply-Srt
1801	<b>Streicher's Prof Police Equip</b>			<b>966.14</b>	<b>Vendor Total</b>		
201	<b>DEPT Total:</b>			<b>2,517.01</b>	<b>Sheriff</b>	<b>6 Vendors</b>	<b>6 Transactions</b>
204	DEPT				Jail		
5779	<b>Dell Marketing LP</b> 01-204-000-0000-6662			1,057.80 1,057.80	POWER EDGE R410 MOTHERBOARD	559607101P	Capital Outlay-Computer Equipment
5779	<b>Dell Marketing LP</b>			<b>1,057.80</b>	<b>Vendor Total</b>		
6671	<b>Hanson/Kallie</b> 01-204-000-0000-6335			68.75 58.50	GRAND FORKS - 12/22		Prisoner Transport/Matron
	01-204-000-0000-6336			10.25	LUNCH ON TRANSPORT		Hotel & Meals
6671	<b>Hanson/Kallie</b>			<b>68.75</b>	<b>Vendor Total</b>		
3995	<b>Zee Service Co</b>			83.14			

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	01-204-000-0000-6288			83.14	MEDICAL SUPPLIES FOR PRISONERS	110616500	Serv-Prisoner Medical
	3995 Zee Service Co			83.14	<b>Vendor Total</b>		
204	<b>DEPT Total:</b>			<b>1,209.69</b>	<b>Jail</b>	<b>3 Vendors</b>	<b>4 Transactions</b>
206	DEPT				E911-State Grant		
	5779 Dell Marketing LP			1,057.81			
	01-206-000-0000-6662			1,057.81	POWER EDGE R410 MOTHERBOARD	559607101P	Capital Outlay-Computer Equipment
	5779 Dell Marketing LP			1,057.81	<b>Vendor Total</b>		
	7640 FIAL INCORPORATED			3,150.00			
	01-206-000-0000-6613			3,150.00	ONE VOTER REMOTE INTERFACE	11490	Capital-Equipment
	7640 FIAL INCORPORATED			3,150.00	<b>Vendor Total</b>		
206	<b>DEPT Total:</b>			<b>4,207.81</b>	<b>E911-State Grant</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
207	DEPT				Gun Permits		
	1353 MN Sheriff's Assn			58.68			
	01-207-000-0000-6801			58.68	BLANK PERMITS TO ACQUIRE	P10-137	Misc Expense
	1353 MN Sheriff's Assn			58.68	<b>Vendor Total</b>		
207	<b>DEPT Total:</b>			<b>58.68</b>	<b>Gun Permits</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
281	DEPT				Emergency Management		
	9126 CDW Government Inc			2,358.03			
	01-281-000-0000-6803			1,721.72	( 3) TRIPP 1500VA UPS SMART	VXG6191	Grants Out
	01-281-000-0000-6803			636.31	(3) TRIPP SW SNMP/WEB MGMT	VXG6191	Grants Out
	9126 CDW Government Inc			2,358.03	<b>Vendor Total</b>		
	1406 Nelson/Gracia C			110.00			
	01-281-000-0000-6331			80.00	MI-EMER MAN MTG 12/10		Mileage & Expense
	01-281-000-0000-6336			30.00	AMC AWARDS BANQUET MEAL		Hotel & Meals
	1406 Nelson/Gracia C			110.00	<b>Vendor Total</b>		
	6705 Novacek/Patrick			100.82			
	01-281-000-0000-6336			100.82	ST RADIO BRD MTG - 11/17		Hotel & Meals
	6705 Novacek/Patrick			100.82	<b>Vendor Total</b>		
281	<b>DEPT Total:</b>			<b>2,568.85</b>	<b>Emergency Management</b>	<b>3 Vendors</b>	<b>5 Transactions</b>

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
501	DEPT			Culture/Parks/And Recreation		
	6122 Johnston/Nadene		100.00			
	01-501-000-0000-6338		100.00	NWRL MTG - 12/16		Committee Expense
	6122 Johnston/Nadene		<b>100.00</b>	<b>Vendor Total</b>		
501	<b>DEPT Total:</b>		<b>100.00</b>	<b>Culture/Parks/And Recreation</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
603	DEPT			Extension		
	9126 CDW Government Inc		55.82			
	01-603-000-0000-6801		55.82	3 - KINGSTON USB	VVV4416	Misc Expense
	9126 CDW Government Inc		<b>55.82</b>	<b>Vendor Total</b>		
	1279 Multi Office Products Inc		572.52			
	01-603-000-0000-6405		572.52	SUPPLIES	30453	Office Supplies
	1279 Multi Office Products Inc		<b>572.52</b>	<b>Vendor Total</b>		
603	<b>DEPT Total:</b>		<b>628.34</b>	<b>Extension</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
840	DEPT			General Fund Unallocated		
	1048 Roseau Co Treasurer		3,000.00			
	01-840-000-0000-6905		2,500.00	SPRUCE VALLEY LOAN-2010		Transfer Out
	01-840-000-0000-6905		500.00	SPRUCE VALLEY LOAN - 2010		Transfer Out
	1048 Roseau Co Treasurer		<b>3,000.00</b>	<b>Vendor Total</b>		
	4927 Sovde/Jamie		72.50			
	01-840-000-0000-6317		72.50	29 GOPHERS-JUNEBERRY		Rep & Maint-Other
	4927 Sovde/Jamie		<b>72.50</b>	<b>Vendor Total</b>		
840	<b>DEPT Total:</b>		<b>3,072.50</b>	<b>General Fund Unallocated</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
1	<b>Fund Total:</b>		<b>23,544.32</b>	<b>Revenue</b>		<b>34 Transactions</b>

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

2 Road And Bridge

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
310	DEPT				Highway Maintenance		
7247	North American Salt Company 02-310-000-0000-6552			4,944.89 4,944.89	COURSE SALT 123010	70604810	Sand,Salt
7247	North American Salt Company			<b>4,944.89</b>	<b>Vendor Total</b>		
310	<b>DEPT Total:</b>			<b>4,944.89</b>	<b>Highway Maintenance</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
330	DEPT				Highway Administration		
12010	Roseau Cleaning Systems 02-330-000-0000-6270			462.76 462.76	DEC 2010 CLEANING CHGS 123010		Professional Services
12010	Roseau Cleaning Systems			<b>462.76</b>	<b>Vendor Total</b>		
330	<b>DEPT Total:</b>			<b>462.76</b>	<b>Highway Administration</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
340	DEPT				Equipment Maintenance And Shops		
4745	Ameripride Linen & Apparel Servi 02-340-000-0000-6801			257.40 257.40	RENTAL INV 1300061157 123010		Misc Expense
4745	Ameripride Linen & Apparel Servi			<b>257.40</b>	<b>Vendor Total</b>		
1397	Beito Plumbing & Heating 02-340-000-0000-6316			387.46 387.46	ROSEAU SHOP FURNACE REPA123010		Rep & Maint-Bldg & Grounds
1397	Beito Plumbing & Heating			<b>387.46</b>	<b>Vendor Total</b>		
11466	Roseau Co Transfer Station 02-340-000-0000-6801			36.00 36.00	TIRE DISPOSAL 123010		Misc Expense
11466	Roseau Co Transfer Station			<b>36.00</b>	<b>Vendor Total</b>		
2603	Ziegler Inc 02-340-000-0000-6580			2,148.64 2,148.64	HWY 123010		Repair Parts
2603	Ziegler Inc			<b>2,148.64</b>	<b>Vendor Total</b>		
340	<b>DEPT Total:</b>			<b>2,829.50</b>	<b>Equipment Maintenance And Shops</b>	<b>4 Vendors</b>	<b>4 Transactions</b>
2	<b>Fund Total:</b>			<b>8,237.15</b>	<b>Road And Bridge</b>		<b>6 Transactions</b>

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
659	DEPT				County Ditch #17 (0170)		
	4927 <b>Sovde/Jamie</b>			400.00			
	41-659-000-0000-6317			400.00	DT 17-16 BEAVERS		Rep & Maint-Other
	4927 <b>Sovde/Jamie</b>			<b>400.00</b>	<b>Vendor Total</b>		
659	<b>DEPT Total:</b>			<b>400.00</b>	<b>County Ditch #17 (0170)</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
674	DEPT				Judicial Ditch #61 (0610)		
	7358 <b>Gust/Stuart</b>			100.00			
	41-674-000-0000-6317			50.00	DT 61-2 BEAVERS		Rep & Maint-Other
	41-674-000-0000-6317			50.00	DT 61-INSPECT DAM		Rep & Maint-Other
	7358 <b>Gust/Stuart</b>			<b>100.00</b>	<b>Vendor Total</b>		
674	<b>DEPT Total:</b>			<b>100.00</b>	<b>Judicial Ditch #61 (0610)</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
677	DEPT				State Ditch #69 (0690)		
	7273 <b>Emery/Larry</b>			300.00			
	41-677-000-0000-6317			50.00	DT 69 -INSPECT DAM		Rep & Maint-Other
	41-677-000-0000-6317			50.00	DT 72-INSPECT DAM		Rep & Maint-Other
	41-677-000-0000-6317			200.00	8 BEAVERS		Rep & Maint-Other
	7273 <b>Emery/Larry</b>			<b>300.00</b>	<b>Vendor Total</b>		
	4927 <b>Sovde/Jamie</b>			250.00			
	41-677-000-0000-6317			250.00	DT 69 - 10 BEAVERS		Rep & Maint-Other
	4927 <b>Sovde/Jamie</b>			<b>250.00</b>	<b>Vendor Total</b>		
677	<b>DEPT Total:</b>			<b>550.00</b>	<b>State Ditch #69 (0690)</b>	<b>2 Vendors</b>	<b>4 Transactions</b>
681	DEPT				State Ditch #91 (0910)		
	7639 <b>Bulow /John</b>			350.00			
	41-681-000-0000-6317			50.00	DAM INSPECT		Rep & Maint-Other
	41-681-000-0000-6317			250.00	REMOVE BEAVER DAM		Rep & Maint-Other
	41-681-000-0000-6317			50.00	2 BEAVERS		Rep & Maint-Other
	7639 <b>Bulow /John</b>			<b>350.00</b>	<b>Vendor Total</b>		

JOHN  
 12/29/10 1:03:34PM  
 41 Ditch

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
681	<b>DEPT Total:</b>		350.00	State Ditch #91 (0910)	1 Vendors	3 Transactions
41	<b>Fund Total:</b>		1,400.00	Ditch		10 Transactions

JOHN  
 12/29/10 1:03:34PM  
 72 Unorganized Townships

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
141	DEPT			Unorg 162-44,Jnberry-(5)		
	4927 <b>Sovde/Jamie</b>		29.00			
	72-141-000-0000-6317		29.00	29 GOPHERS JUNE BERRY		Rep & Maint-Other
	4927 <b>Sovde/Jamie</b>		<b>29.00</b>	<b>Vendor Total</b>		
141	<b>DEPT Total:</b>		<b>29.00</b>	<b>Unorg 162-44,Jnberry-(5)</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
72	<b>Fund Total:</b>		<b>29.00</b>	<b>Unorganized Townships</b>		<b>1 Transactions</b>
	<b>Final Total:</b>		<b>33,210.47</b>	<b>38 Vendors</b>	<b>51 Transactions</b>	

# Roseau County

Audit List for Board **COMMISSIONER'S VOUCHERS**



**Recap by Fund**

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
1	23,544.32	Revenue
2	8,237.15	Road And Bridge
41	1,400.00	Ditch
72	29.00	Unorganized Townships
<b>All Funds</b>	<b>33,210.47</b>	<b>Total</b>

Approved by, .....

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# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5	DEPT			Board Of Commissioners		
2335	<b>Assn of MN Counties</b> 01-005-000-0000-6240		8,945.00			
	01-005-000-0000-6240		7,187.00	2011 ANNUAL DUES	31527	Registration/Fees/Dues
	01-005-000-0000-6240		708.00	2011 LPHA DUES	31612	Registration/Fees/Dues
	01-005-000-0000-6240	P	350.00	ANNUAL CONF-12/6	31797	Registration/Fees/Dues
	01-005-000-0000-6240	P	350.00	ANNUAL CONF-12/6	31797	Registration/Fees/Dues
	01-005-000-0000-6240	P	350.00	ANNUAL CONF-12/6	31797	Registration/Fees/Dues
					1872	
					5923	
					895	
2335	<b>Assn of MN Counties</b>		<b>8,945.00</b>	<b>Vendor Total</b>		
1279	<b>Multi Office Products Inc</b> 01-005-000-0000-6405	P	131.85			
			131.85	SUPPLIES	30481	Office Supplies
1279	<b>Multi Office Products Inc</b>		<b>131.85</b>	<b>Vendor Total</b>		
5	<b>DEPT Total:</b>		<b>9,076.85</b>	<b>Board Of Commissioners</b>	<b>2 Vendors</b>	<b>6 Transactions</b>
6	DEPT			Personnel/Safety		
1571	<b>MN Counties Intergovernmental T</b> 01-006-000-0000-6801	P	2,500.00			
			2,500.00	DEDUCTIBLE S SURONEN CLAIM	102GL0914451	Misc Expense
1571	<b>MN Counties Intergovernmental T</b>		<b>2,500.00</b>	<b>Vendor Total</b>		
6258	<b>Ratwik, Roszak &amp; Maloney, PA</b> 01-006-000-0000-6270	P	136.72			
			136.72	SERV: NOV 2010		Professional Services
6258	<b>Ratwik, Roszak &amp; Maloney, PA</b>		<b>136.72</b>	<b>Vendor Total</b>		
1465	<b>Roseau Data Run</b> 01-006-000-0000-6801	P	46.17			
			8.66	ENGRAVE GAVEL-A JOHNSTON		Misc Expense
	01-006-000-0000-6801	P	37.51	ENGRAVE PLATE- T BANDEMER		Misc Expense
1465	<b>Roseau Data Run</b>		<b>46.17</b>	<b>Vendor Total</b>		
7648	<b>The Times</b> 01-006-000-0000-6801	P	59.50			
			59.50	J HANSON RETIRE AD	156172	Misc Expense
7648	<b>The Times</b>		<b>59.50</b>	<b>Vendor Total</b>		
1057	<b>Tribune/The</b>		31.00			

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-006-000-0000-6241		P	10.00	L HANSON OPEN HOUSE-12/15	1106	Publishing
	01-006-000-0000-6241		P	21.00	A JOHNSTON OPEN HOUSE-12/22	1119	Publishing
1057	<b>Tribune/The</b>			<b>31.00</b>	<b>Vendor Total</b>		
<b>6</b>	<b>DEPT Total:</b>			<b>2,773.39</b>	<b>Personnel/Safety</b>	<b>5 Vendors</b>	<b>7 Transactions</b>
<b>16</b>	DEPT				Dwi Court		
1458	<b>Pamida Stores Operation Co Llc</b>			5.74			
	01-016-000-0000-6801		P	5.74	ITEMS FOR PARTY		Misc Expense
1458	<b>Pamida Stores Operation Co Llc</b>			<b>5.74</b>	<b>Vendor Total</b>		
<b>16</b>	<b>DEPT Total:</b>			<b>5.74</b>	<b>Dwi Court</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>41</b>	DEPT				Auditor		
1070	<b>American Solutions For Business</b>			92.32			
	01-041-000-0000-6405		P	92.32	2010 W2'S	713935	Office Supplies
1070	<b>American Solutions For Business</b>			<b>92.32</b>	<b>Vendor Total</b>		
6178	<b>Marco</b>			70.13			
	01-041-000-0000-6231		P	70.13	COPIER MAINT-AUDITOR	642423	Photocopier Maint
6178	<b>Marco</b>			<b>70.13</b>	<b>Vendor Total</b>		
<b>41</b>	<b>DEPT Total:</b>			<b>162.45</b>	<b>Auditor</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
<b>53</b>	DEPT				Treasurer		
1265	<b>Girard's Business Solutions Inc</b>			289.00			
	01-053-000-0000-6305		P	289.00	NEW SIGNATURE PLATES	87291	Rep & Maint-Mach & Equip
1265	<b>Girard's Business Solutions Inc</b>			<b>289.00</b>	<b>Vendor Total</b>		
<b>53</b>	<b>DEPT Total:</b>			<b>289.00</b>	<b>Treasurer</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>63</b>	DEPT				Information Technology		
9126	<b>CDW Government Inc</b>			1,251.74			
	01-063-000-0000-6486		P	111.39	HEADSET & CART	VXN7153	Electronics
	01-063-000-0000-6662		P	1,140.35	PROJECTOR	VXN7153	Capital Outlay-Computer Equipment
9126	<b>CDW Government Inc</b>			<b>1,251.74</b>	<b>Vendor Total</b>		
5779	<b>Dell Marketing LP</b>			1,071.80			
	01-063-000-0000-6662		P	1,071.80	LAPTOP FOR LENNY	XF5XWXJX9	Capital Outlay-Computer Equipment

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5779	Dell Marketing LP			1,071.80	<b>Vendor Total</b>		
<b>63</b>	<b>DEPT Total:</b>			<b>2,323.54</b>	<b>Information Technology</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
<b>64</b>	DEPT				Finance Tax		
1334	MN Counties Computer Coop			33,970.10			
	01-064-000-0000-6270		P	100.73	2010 4TH QTR TAX USER GROUP	2Y101313	Professional Services
	01-064-000-0000-6270			4,000.00	2011 MAN BETA TEST	2Y1101202	Professional Services
	01-064-000-0000-6270			6,250.00	2011 MAN ENHANCEMENT FUND	2Y1101202	Professional Services
	01-064-000-0000-6270			19,261.25	2011 MAN MAINT & SUPPORT	2Y1101202	Professional Services
	01-064-000-0000-6270			488.49	2011 1ST QTR IFS SUPPORT	2Y1101202	Professional Services
	01-064-000-0000-6270			280.00	2011 IFS BETA TESTING	2Y1101202	Professional Services
	01-064-000-0000-6270			250.00	2011 IFS ENHANCEMENT FEE	2Y1101202	Professional Services
	01-064-000-0000-6270			939.63	2011 1ST QTR PAYMATE SUPPORT	2Y1101202	Professional Services
	01-064-000-0000-6270			1,200.00	2011 TAX USER GROUP DUES	2Y1101202	Professional Services
	01-064-000-0000-6270			1,200.00	2011 FIN/GEN GOV DUES	2Y1101202	Professional Services
1334	MN Counties Computer Coop			33,970.10	<b>Vendor Total</b>		
<b>64</b>	<b>DEPT Total:</b>			<b>33,970.10</b>	<b>Finance Tax</b>	<b>1 Vendors</b>	<b>10 Transactions</b>
<b>91</b>	DEPT				County Attorney		
7647	Pembina Co. Clerk/Recorder			15.00			
	01-091-000-0000-6800		P	15.00	CERTIFIED COPIES		Other Expenses
7647	Pembina Co. Clerk/Recorder			15.00	<b>Vendor Total</b>		
<b>91</b>	<b>DEPT Total:</b>			<b>15.00</b>	<b>County Attorney</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>191</b>	DEPT				Building Maintenance		
1625	Ace Hardware-Roseau			373.90			
	01-191-000-0000-6415		P	373.90	SUPPLIES		Janitorial Supply
1625	Ace Hardware-Roseau			373.90	<b>Vendor Total</b>		
1157	Grainger Inc			156.83			

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	01-191-000-0000-6415		P	82.27	SAFETY SIGN	9421646622	Janitorial Supply
	01-191-000-0000-6415		P	74.56	SAFETY SIGN	9421646630	Janitorial Supply
1157	<b>Grainger Inc</b>			<b>156.83</b>	<b>Vendor Total</b>		
<b>191</b>	<b>DEPT Total:</b>			<b>530.73</b>	<b>Building Maintenance</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
<b>196</b>	DEPT				Buildings And Grounds		
1225	<b>Coast True Value</b>			106.84			
	01-196-000-0000-6317		P	106.84	PAINT FOR COURTHOUSE		Rep & Maint-Other
1225	<b>Coast True Value</b>			<b>106.84</b>	<b>Vendor Total</b>		
7290	<b>Comstock Custom Mowing &amp; Sno</b>			4,280.00			
	01-196-000-0000-6316		P	3,055.00	SNOW REMOVAL-DEC 10 LOTS	243	Rep & Maint-Bldg & Grounds
	01-196-000-0000-6316		P	1,225.00	SNOW REMOVAL-DEC 10 SIDE	244	Rep & Maint-Bldg & Grounds
7290	<b>Comstock Custom Mowing &amp; Sno</b>			<b>4,280.00</b>	<b>Vendor Total</b>		
1157	<b>Grainger Inc</b>			40.59			
	01-196-000-0000-6415		P	40.59	SAFETY SIGN	9417632693	Janitorial Supply
1157	<b>Grainger Inc</b>			<b>40.59</b>	<b>Vendor Total</b>		
3953	<b>Kofstad Signs</b>			150.00			
	01-196-000-0000-6317		P	150.00	CAR WASH SIGN		Rep & Maint-Other
3953	<b>Kofstad Signs</b>			<b>150.00</b>	<b>Vendor Total</b>		
1465	<b>Roseau Data Run</b>			16.30			
	01-196-000-0000-6801		P	16.30	NAME PLATE-G PHILLIPE		Misc Expense
1465	<b>Roseau Data Run</b>			<b>16.30</b>	<b>Vendor Total</b>		
5315	<b>Sjoberg's Inc</b>			232.95			
	01-196-000-0000-6317			49.95	INTERNET SERVICE	1028979	Rep & Maint-Other
					01/01/2011 01/31/2011		
	01-196-000-0000-6317			183.00	FIBER LEASE-JAIL TO HWY	1028979	Rep & Maint-Other
					01/01/2011 01/31/2011		
5315	<b>Sjoberg's Inc</b>			<b>232.95</b>	<b>Vendor Total</b>		
<b>196</b>	<b>DEPT Total:</b>			<b>4,826.68</b>	<b>Buildings And Grounds</b>	<b>6 Vendors</b>	<b>8 Transactions</b>
<b>201</b>	DEPT				Sheriff		
	1625 <b>Ace Hardware-Roseau</b>			41.43			

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-201-000-0000-6580	P	2.98	SUPPLIES	238438	Repair Parts-Vehicles
	01-201-000-0000-6405	P	38.45	SUPPLIES	239397	Office Supplies
1625	<b>Ace Hardware-Roseau</b>		<b>41.43</b>	<b>Vendor Total</b>		
5671	<b>Austin Towing</b>		60.00			
	01-201-000-0000-6801	P	60.00	TOW GREEN CHEV TO BE REIMB	7926	Misc Expense
5671	<b>Austin Towing</b>		<b>60.00</b>	<b>Vendor Total</b>		
1619	<b>Ballard Motor Co</b>		1,108.58			
	01-201-000-0000-6580	P	30.94	UNIT 2703 VEH MAINT	101411	Repair Parts-Vehicles
	01-201-000-0000-6580	P	26.67	UNIT 2502 VEH MAINT	101438	Repair Parts-Vehicles
	01-201-000-0000-6580	P	237.75	UNIT 2801 VEH MAINT	101490	Repair Parts-Vehicles
	01-201-000-0000-6580	P	28.80	UNIT 2904 VEH MAINT	101495	Repair Parts-Vehicles
	01-201-000-0000-6580	P	122.49	UNIT 2703 VEH MAINT	101511	Repair Parts-Vehicles
	01-201-000-0000-6580	P	46.67	UNIT 2701 VEH MAINT	101522	Repair Parts-Vehicles
	01-201-000-0000-6580	P	28.80	UNIT 1003 VEH MAINT	101523	Repair Parts-Vehicles
	01-201-000-0000-6580	P	171.52	UNIT 2404 VEH MAINT	101544	Repair Parts-Vehicles
	01-201-000-0000-6580	P	372.24	UNIT 2702 VEH MAINT	101643	Repair Parts-Vehicles
	01-201-000-0000-6580	P	42.70	UNIT 2702 VEH MAINT	101670	Repair Parts-Vehicles
1619	<b>Ballard Motor Co</b>		<b>1,108.58</b>	<b>Vendor Total</b>		
6941	<b>Christian/Brandy</b>		4.13			
	01-201-000-0000-6331	P	4.13	MI- OCT THRU DEC 10		Mileage & Expense
6941	<b>Christian/Brandy</b>		<b>4.13</b>	<b>Vendor Total</b>		
5082	<b>Fredrickson/Roland</b>		275.00			
	01-201-000-0000-6801		275.00	STORAGE RENTAL 01/15/2011 02/15/2011		Misc Expense
5082	<b>Fredrickson/Roland</b>		<b>275.00</b>	<b>Vendor Total</b>		

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2608	<b>Klatt/Janet</b> 01-201-000-0000-6331	P	16.24 16.24	MI-OCT THRU DEC 2010		Mileage & Expense
2608	<b>Klatt/Janet</b>		<b>16.24</b>	<b>Vendor Total</b>		
6797	<b>Law Enforcement Training Service</b> 01-201-000-0000-6172		180.00 60.00	RESPONSE TO CIVIL MATTER CLASS		Tuition & Education
	01-201-000-0000-6172		60.00	RESPONSE TO CIVIL MATTER CLASS	6081	Tuition & Education
	01-201-000-0000-6172		60.00	RESPONSE TO CIVIL MATTER CLASS	11938	Tuition & Education
6797	<b>Law Enforcement Training Service</b>		<b>180.00</b>	<b>Vendor Total</b>		
1353	<b>MN Sheriff's Assn</b> 01-201-000-0000-6240		1,539.00 1,539.00	ANNUAL DUES ROSEAU COUNTY-2011 01/01/2011 12/31/2011	SHD11-068	Registration/Fees/Dues
1353	<b>MN Sheriff's Assn</b>		<b>1,539.00</b>	<b>Vendor Total</b>		
1279	<b>Multi Office Products Inc</b> 01-201-000-0000-6405	P	170.40 170.40	SUPPLIES	30395	Office Supplies
1279	<b>Multi Office Products Inc</b>		<b>170.40</b>	<b>Vendor Total</b>		
1072	<b>Quality Printing</b> 01-201-000-0000-6405	P	215.89 215.89	SHERIFF ENV & LETTERHEAD	6689 & 6703	Office Supplies
1072	<b>Quality Printing</b>		<b>215.89</b>	<b>Vendor Total</b>		
1424	<b>Roseau Co Sheriff-Sundry Account</b> 01-201-000-0000-6561	P	156.20 81.20	REIMB FUEL COST K BECKER		Gas & Oil-County Vehicles
	01-201-000-0000-6801	P	75.00	REIMB TOW ON UNIT 2901-A ANDER		Misc Expense
1424	<b>Roseau Co Sheriff-Sundry Account</b>		<b>156.20</b>	<b>Vendor Total</b>		
<b>201</b>	<b>DEPT Total:</b>		<b>3,766.87</b>	<b>Sheriff</b>	<b>11 Vendors</b>	<b>24 Transactions</b>
<b>204</b>	DEPT			Jail		
7390	<b>American Institutional Supply</b> 01-204-000-0000-6459	P	267.50 267.50	JAIL SUPPLIES	61085	Supply-Jail
7390	<b>American Institutional Supply</b>		<b>267.50</b>	<b>Vendor Total</b>		
4216	<b>State of Minnesota BCA</b> 01-204-000-0000-6200	P	270.00 150.00	CJDN CHARGES-DEC 10	P07MD06800001F	Services

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-204-000-0000-6200	P	120.00	CJDN OPERATION CHARGES-DEC 10	P07MD06800001F	Services
204	4216 State of Minnesota BCA		270.00	<b>Vendor Total</b>		
	<b>DEPT Total:</b>		<b>537.50</b>	<b>Jail</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
206	DEPT			E911-State Grant		
	5315 Sjoberg's Inc		50.00			
	01-206-000-0000-6317		50.00	FIBER LEASE-JAIL TO HWY	1028979	Rep & Maint-Other
				01/01/2011 01/31/2011		
206	5315 Sjoberg's Inc		50.00	<b>Vendor Total</b>		
	<b>DEPT Total:</b>		<b>50.00</b>	<b>E911-State Grant</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
216	DEPT			Sex Offender Program		
	1345 MN Dept of Corrections		1,560.60			
	01-216-000-0000-6270	P	1,560.60	HOUSING C OSTBY	P7800000001300	Professional Services
				11/01/2010 11/30/2010		
216	1345 MN Dept of Corrections		1,560.60	<b>Vendor Total</b>		
	<b>DEPT Total:</b>		<b>1,560.60</b>	<b>Sex Offender Program</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
401	DEPT			Health/Welfare		
	7050 Green/Rachel		34.00			
	01-401-000-0000-6331	P	34.00	MI-RCCCOA MTG 12/20		Mileage & Expense
	7050 Green/Rachel		34.00	<b>Vendor Total</b>		
	7186 Hallan/James		73.00			
	01-401-000-0000-6331	P	23.00	MI-RCCCOA 12/20		Mileage & Expense
	01-401-000-0000-6338	P	50.00	RCCCOA MTG-12/20		Committee Expense
401	7186 Hallan/James		73.00	<b>Vendor Total</b>		
	<b>DEPT Total:</b>		<b>107.00</b>	<b>Health/Welfare</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
603	DEPT			Extension		
	6949 Green/Doug		130.00			
	01-603-000-0000-6338	P	100.00	EXTENSION MTG 12/16		Committee Expense
	01-603-000-0000-6338	P	30.00	MI-EXTENSION MTG 12/16		Committee Expense
	6949 Green/Doug		130.00	<b>Vendor Total</b>		
	6754 Hulst/Rhett		114.50			
	01-603-000-0000-6338	P	100.00	EXTENSION MTG-12/16		Committee Expense

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-603-000-0000-6338	P	14.50	MI-EXTENSION MTG 12/16		Committee Expense
6754	<b>Hulst/Rhett</b>		<b>114.50</b>	<b>Vendor Total</b>		
7057	<b>Przekwas/Carmen</b>		106.00			
	01-603-000-0000-6338	P	100.00	EXTENSION MTG-12/16		Committee Expense
	01-603-000-0000-6338	P	6.00	MI-EXTENSION MTG 12/16		Committee Expense
7057	<b>Przekwas/Carmen</b>		<b>106.00</b>	<b>Vendor Total</b>		
<b>603</b>	<b>DEPT Total:</b>		<b>350.50</b>	<b>Extension</b>	<b>3 Vendors</b>	<b>6 Transactions</b>
<b>611</b>	DEPT			Conservation Of Natural Resource		
11850	<b>Roseau Co Soil &amp; Water Cons</b>		9,975.00			
	01-611-000-0000-6270	P	3,970.00	ROS CO AG INSPECT-DEC 10		Professional Services
	01-611-000-0000-6803	P	2,160.00	CLWP-DEC 10		Grants Out
	01-611-000-0000-6803	P	3,845.00	WCA-DEC 10		Grants Out
11850	<b>Roseau Co Soil &amp; Water Cons</b>		<b>9,975.00</b>	<b>Vendor Total</b>		
<b>611</b>	<b>DEPT Total:</b>		<b>9,975.00</b>	<b>Conservation Of Natural Resource</b>	<b>1 Vendors</b>	<b>3 Transactions</b>
<b>710</b>	DEPT			Tv Tower		
6273	<b>Voyageurs Comtronics Corporati</b>		1,950.00			
	01-710-000-0000-6305		1,950.00	TRANS MAINT-1ST QTR 2011	6976	Rep & Maint-Mach & Equip
6273	<b>Voyageurs Comtronics Corporati</b>		<b>1,950.00</b>	<b>Vendor Total</b>		
<b>710</b>	<b>DEPT Total:</b>		<b>1,950.00</b>	<b>Tv Tower</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>840</b>	DEPT			General Fund Unallocated		
1200	<b>Citizens State Bank</b>		15.00			
	01-840-000-0000-6801		15.00	DIRECT DEPOSIT FEE-2011		Misc Expense
1200	<b>Citizens State Bank</b>		<b>15.00</b>	<b>Vendor Total</b>		
1698	<b>Culligan</b>		32.50			
	01-840-000-0000-6801		26.00	4 BOTTLES-CTHSE 1/3		Misc Expense
	01-840-000-0000-6801		6.50	1 BOTTLE-COMM 1/3		Misc Expense
1698	<b>Culligan</b>		<b>32.50</b>	<b>Vendor Total</b>		

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

1 Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1279	<b>Multi Office Products Inc</b> 01-840-000-0000-6405	P	586.68 384.22	8 8.5 X 11 PAPER	30438	Office Supplies
	01-840-000-0000-6205	P	202.46	SUPPLIES	30477	Postage
1279	<b>Multi Office Products Inc</b>		<b>586.68</b>	<b>Vendor Total</b>		
840	<b>DEPT Total:</b>		<b>634.18</b>	<b>General Fund Unallocated</b>	<b>3 Vendors</b>	<b>5 Transactions</b>
1	<b>Fund Total:</b>		<b>72,905.13</b>	<b>Revenue</b>		<b>89 Transactions</b>

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

**2** Road And Bridge

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>330</b>	DEPT				Highway Administration		
3127	<b>Mn County Engineers Assn-Richa</b> 02-330-000-0000-6240			240.00 240.00	2011 DUES 011111		Registration/Fees/Dues
3127	<b>Mn County Engineers Assn-Richa</b>			<b>240.00</b>	<b>Vendor Total</b>		
4988	<b>Mn Transportation Alliance</b> 02-330-000-0000-6240			2,285.00 2,285.00	2011 MEMBERSHIP 011111		Registration/Fees/Dues
4988	<b>Mn Transportation Alliance</b>			<b>2,285.00</b>	<b>Vendor Total</b>		
<b>330</b>	<b>DEPT Total:</b>			<b>2,525.00</b>	<b>Highway Administration</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
<b>340</b>	DEPT				Equipment Maintenance And Shops		
6830	<b>Wannaska Sanitary District</b> 02-340-000-0000-6254			432.00 432.00	WANNASKA SHOP 2011 CHGS 011111		Gas-Utilities
6830	<b>Wannaska Sanitary District</b>			<b>432.00</b>	<b>Vendor Total</b>		
<b>340</b>	<b>DEPT Total:</b>			<b>432.00</b>	<b>Equipment Maintenance And Shops</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>2</b>	<b>Fund Total:</b>			<b>2,957.00</b>	<b>Road And Bridge</b>		<b>3 Transactions</b>

# Roseau County



Audit List for Board COMMISSIONER'S VOUCHERS

25 Environmental

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			Transfer Station/Demolandfill		
1625	Ace Hardware-Roseau 25-391-000-0000-6414	P	67.30 67.30	MISC SUPPLIES		Shop Supply
1625	Ace Hardware-Roseau		<b>67.30</b>	<b>Vendor Total</b>		
1698	Culligan 25-391-000-0000-6801		55.92 10.42	JAN RENT		Misc Expense
	25-391-000-0000-6801	P	45.50	WATER-DEC 10		Misc Expense
1698	Culligan		<b>55.92</b>	<b>Vendor Total</b>		
11215	Erickson/Tim 25-391-000-0000-6331	P	365.00 365.00	MI-OCT THUR DEC 2010		Mileage & Expense
11215	Erickson/Tim		<b>365.00</b>	<b>Vendor Total</b>		
5670	Fleet Supply 25-391-000-0000-6414	P	485.77 58.28	SHOP SUPPLIES		Shop Supply
	25-391-000-0000-6561	P	427.49	ANTI-FREEZE		Gas & Oil-County Vehicles
5670	Fleet Supply		<b>485.77</b>	<b>Vendor Total</b>		
5298	Geroyoys Building Center-Roseau 25-391-000-0000-6316	P	173.42 173.42	PAINT & SUPPLIES		Rep & Maint-Bldg & Grounds
5298	Geroyoys Building Center-Roseau		<b>173.42</b>	<b>Vendor Total</b>		
3703	Mar-Kit Landfill 25-391-000-0000-6809	P	28,134.00 28,134.00	TIPPING FEES-DEC		Tipping Expenses
3703	Mar-Kit Landfill		<b>28,134.00</b>	<b>Vendor Total</b>		
6231	Mn Weights & Measures 25-391-000-0000-6801	P	220.00 220.00	2010 SCALE INSPECTION		Misc Expense
6231	Mn Weights & Measures		<b>220.00</b>	<b>Vendor Total</b>		
3098	Pelowski/Jeff 25-391-000-0000-6331	P	77.00 77.00	MI-TRANSFER STATION DEC 10		Mileage & Expense
3098	Pelowski/Jeff		<b>77.00</b>	<b>Vendor Total</b>		
1568	Polaris Industries Inc		255.90			

# Roseau County



Audit List for Board **COMMISSIONER'S VOUCHERS**

25 Environmental

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	25-391-000-0000-6807	P	255.90	REIMBURSEMENT-DEC 10		Haul Mar/Kit
1568	<b>Polaris Industries Inc</b>		<b>255.90</b>	<b>Vendor Total</b>		
1846	<b>Roseau Diesel Service Inc</b>		22.85			
	25-391-000-0000-6414	P	22.85	PARTS		Shop Supply
1846	<b>Roseau Diesel Service Inc</b>		<b>22.85</b>	<b>Vendor Total</b>		
7123	<b>Titan Access Account</b>		16.78			
	25-391-000-0000-6414	P	16.78	LOADER PART		Shop Supply
7123	<b>Titan Access Account</b>		<b>16.78</b>	<b>Vendor Total</b>		
<b>391</b>	<b>DEPT Total:</b>		<b>29,873.94</b>	<b>Transfer Station/Demolandfill</b>	<b>11 Vendors</b>	<b>13 Transactions</b>
<b>392</b>	DEPT			Score/Recycling		
	3353 <b>NW MN Household Hazardous</b>		844.05			
	25-392-000-0000-6806	P	844.05	HHW DISPOSAL		Household Hazard Waste
	3353 <b>NW MN Household Hazardous</b>		<b>844.05</b>	<b>Vendor Total</b>		
<b>392</b>	<b>DEPT Total:</b>		<b>844.05</b>	<b>Score/Recycling</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>25</b>	<b>Fund Total:</b>		<b>30,717.99</b>	<b>Environmental</b>		<b>14 Transactions</b>
	<b>Final Total:</b>		<b>106,580.12</b>	<b>63 Vendors</b>	<b>106 Transactions</b>	

# Roseau County

Audit List for Board **COMMISSIONER'S VOUCHERS**



**Recap by Fund**

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
1	72,905.13	Revenue
2	2,957.00	Road And Bridge
25	30,717.99	Environmental
<b>All Funds</b>	<b>106,580.12</b>	<b>Total</b>

Approved by, .....

.....

.....

ITEM # Bid Opening  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Monsrud, Martie	<b>*Department</b> Auditor	<b>*Board Meeting Date</b> Jan 11 2011		
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**\*Subject Title (As it will appear on the agenda):**  
 Bid Opening

**\*Background (Provide sufficient detail of the subject):**  
 2011 Publishing bids will be opened, reviewed and awarded.

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

ITEM # County Atty  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Foss, Karen	<b>*Department</b> Attorney	<b>*Board Meeting Date</b> Jan 11 2011
---	--------------------------------	---

**\*Subject Title (As it will appear on the agenda):**  
 Victim Services Program

**\*Background (Provide sufficient detail of the subject):**  
 County Attorney Karen Foss would like the Board to pass a resolution allowing Victim Service employees the ability to accrue comp time. This is a grant funded position and will not affect county funds.

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

ITEM # Discussion 1  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Foldesi, Mark	<b>*Department</b> District 5 Commissioner	<b>*Board Meeting Date</b> Jan 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Ethics Policy

**\*Background (Provide sufficient detail of the subject):**  
 It is advised that all county boards have an ethics policy that is reviewed and voted on each year. The Association of Minnesota Counties has developed a model policy as a starting point for county board's to consider. That policy is included here for your review.

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

# Model Ethics Policy

## Code of Ethics for Public Officials in \_\_\_\_\_ County

WHEREAS, it is imperative that the officials in the public service not only maintain the highest possible standards of ethical conduct in their transactions of public business, but that such standards be clearly defined and known to the public as well as to the public officials;

NOW, THEREFORE, BE IT RESOLVED BY THE \_\_\_\_\_ COUNTY BOARD OF COMMISSIONERS that the following be a Code of Ethics for the public officials of \_\_\_\_\_ County.

### SECTION 1. DECLARATION OF POLICY.

The proper operation of democratic government requires that public officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of \_\_\_\_\_ County. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the county, and by directing disclosure by such officials of private financial or other interests in matters affecting the county. The provisions and purpose of this Code and such rules and regulations as may be established are hereby declared to be in the best interests of \_\_\_\_\_ County.

(Optional) Recognizing that education on ethics in government is the key to having good government, this code requires that yearly seminars be held to discuss the meaning of this code with new public officials, and in addition such seminars shall involve trained experts on government ethics that are outside of County. The County Administrative shall be the coordinator for these seminars. These seminars will keep the subject of ethics in government fresh in everyone's mind.

### SECTION 2. DEFINITIONS OF TERMS.

**PUBLIC OFFICIAL**—Any person that has been elected to office, appointed by the County Board, appointed to a County Committee or Commission or hired by the County to serve as a department head or assistant department head. This list includes the following:

- A. A member of the County Board or other elected official.
- B. The department head and assistant department head of each County department.
- C. A member of any County Committee or Commission.
- D. The County Administrator or like position.
- E. Consultants retained by the County and those individual professionals (such as but not limited to engineers, architects, lawyers, auditors and appraisers) in the consultant's firm who perform work for the County.

**ANYTHING OF VALUE:** Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. It does not mean reasonable compensation or expenses paid to a public official by the government of \_\_\_\_\_ County for work performed.

**COMPENSATION:** A payment of "anything of value" to an individual in return for that individual's services of any kind.

**ASSOCIATION:** A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

**IMMEDIATE FAMILY:** A reporting individual, spouse, minor children, minor stepchildren or other person residing in the same household.

**GIFT:** The payment or receipt of "anything of value" unless consideration of greater or equal value is provided in return.

**COUNTY ADMINISTRATOR:** The person that heads up the administration of the operating government of the county.

### SECTION 3. ETHICAL CONSIDERATIONS.

Public officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of \_\_\_\_\_ County government hinges on the proper discharge of duties in the public interest. Public officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical considerations are enumerated below for the guidance of public officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. **Other Offices or Employment.** An elected public official shall not hold another incompatible office as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed public officials shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the County Board. Elected and appointed public officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self disqualification from any particular action which might be compromised by such office or employment.
- B. **Use of Confidential Information.** No public official shall use information gained as a public official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value.
- C. **Solicitation of or Receipt of Anything of Value.** A public official shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the public official's duties.
- D. **Holding Investments.** No public official shall hold any investment which might compromise the performance of the public official's duties without disclosure of said investment and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- E. **Representation of Others.** A public official shall not represent persons or associations in dealings with the county in consideration of anything of value.
- F. **Financial Interest.** Where a public official or a member of the public official's immediate family has a financial interest in any matter begin considered by the public official, such interest, if known to the public official, shall be disclosed by the public official. If the public official has such a financial interest or if the minor child of a public official has such a financial interest, the public official shall be disqualified from further participation in the matter.

NO INFORMATION FOR YOUR KNOW

- G. County Property. No public official shall use county owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific county policy in the conduct of official county business.
- H. Special Consideration. No public official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. Authority. No public official shall exceed his or her authority, or breach the law, or ask others to do so. Giving Anything of Value. No elected public official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No public official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities.
- K. Expenses. Public officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with County policy.
- L. Donations. No public official shall take an official action which will benefit any person or entity because of a donation of anything of value to the County by such person or entity.
- M. Official Action. No public official shall take an official action which will benefit any person or entity where such public official would not have otherwise have taken such action but for the public official's family relationship, friendship, or business relationship with such person or entity.
- N. Compliance with Law. Public officials shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal code, Fair Campaign Practices Act, and laws governing the functioning of counties and municipalities, their elected and appointed officials, and employees.

## SECTION 4. SPECIAL CONSIDERATIONS.

Situations can arise where a member of a Commission, a Board, or a Committee abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject.

When this happens, the County Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

## SECTION 5. HANDLING ALLEGED VIOLATIONS OF CODE OF ETHICS. (OPTIONAL)

- A. An Ethics Commission is hereby established. The Commission shall be composed of three individuals, two of whom shall be residents of the County and the third shall be a nonresident. Initial appointments shall be for terms of one, two, and three years respectively. Thereafter, appointments shall be for three year terms. The County Board shall appoint a chairperson and secretary from the Commission membership. Allegations of violations of this code against public officials, except employees who are subordinate to the County Administrator, shall be referred to the Ethics Commission for investigation. Allegations which may constitute a violation of a federal, state, or local statute shall be referred to the appropriate criminal authority. Results of the investigation of the Ethics Commission shall be reported to the County Board along with the Commission's recommendation for disposition. Thereafter, the County Board shall take appropriate action which may include censure of a \_\_\_\_\_, discipline of County Administrator, or no action. The Commission shall conduct an organizational meeting during January of each year, and thereafter meet only at the request of the County or County Administrator.
- B. Allegations against public officials who are subordinate to the County Administrator, shall be handled by the County Administrator. The County Administrator may take appropriate disciplinary action against employees violating this code.

## SECTION 6. DISCLOSURE OF FINANCIAL INTERESTS.

Not later than ninety (90) days after the date of approval of this code, each public official of the County shall file as a public record, in the office of the County Administrator, a statement containing the following:

1. A list naming all business enterprises known by the public official to be licensed by or to be doing business with the County which the public official or any member of the public official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
2. A list of the public officials and members of the public officials' immediate family's interests in real property located in the County or which may be competing with the interests of the County located elsewhere, other than property occupied as a personal residence.

Each person who enters upon duty after the date of this code in an office or position as to which a statement is required by this code shall file such a statement on forms to be provided by the County not less than thirty (30) days after the date of his/her entrance on duty.

Each person who made an initial filing shall file a new statement by January 30 of each year thereafter giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this ordinance.

This code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organization seeking any action or benefit come before a County Commission or the Board, then membership in the organization shall be a potential conflict of interest and must be reported as such to the County Administrator by the public official in an amended disclosure statement. The other stipulations of this code then apply.

The County Administrator shall inform each person who is required to file of the time and place for filing. The County Administrator shall inform the Board whenever a person who is required to file a statement fails to do so.

Revised April 2008



Association of Minnesota Counties  
 125 Charles Avenue  
 Saint Paul, MN 55103-2108  
 Main Line/Switchboard: 651.224.3344 Fax: 651.224.6540  
[www.mncounties.org](http://www.mncounties.org)

ITEM # Discussion 2  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Foldesi, Mark	<b>*Department</b> District 5 Commissioner	<b>*Board Meeting Date</b> Jan 11 2011
---	---	---

**\*Subject Title (As it will appear on the agenda):**  
 Meeting Management

**\*Background (Provide sufficient detail of the subject):**  
 The Board operates under a meeting management policy. The Board reviews this policy annually and makes revisions based on changing needs and preferences of the new Chair. Attached you will find the existing policy with a few recommended revisions.

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

# **Roseau County Board Meeting Protocol**

## **The Board of Commissioners**

Roseau County is divided into five geographical regions called districts. Each district elects one commissioner to serve on the five member County Board. Board members are elected to serve four year terms. The election of Board members takes place on the first Tuesday in November of even numbered years. To insure Board continuity, commissioner elections are offset with three seats open during one election and two open the following election. New Board members take office on the first Monday in January in the year following their election.

## **Board Meetings**

The Roseau County Board of Commissioners meets on the ~~second and fourth first Tuesday after the second Monday of each month and the fourth Tuesday of each month following the second Monday~~ Tuesday of the month. The Board also meets on the first Tuesday in January as set by MN Statute. Although rare, the Board may call Special Meetings to deal with specific topics or Emergency Meetings to handle matters that cannot wait until the next regularly scheduled Board meetings. In these instances, the public will be informed through the local news media. The Board may also call Committee of the Whole meetings to study a specific topic or to attend a meeting or training as a group. No action may take place during a Committee of the Whole meeting.

## **Meeting Location**

Regular meetings will be held in the Board Room in the Roseau County Courthouse, 606 5<sup>th</sup> St. SW, Room 110, Roseau, MN.

## **Meeting Time**

The Board is scheduled to meet from 8:30 a.m. to 1:00 p.m. Items not completed by the end of the scheduled meeting time will be deferred to the next meeting.

## **Meeting Management**

Roseau County operates under Robert's Rules of Order as the persuasive authority for the purposes of conducting all regular and special sessions of the board. A Chair and Vice-Chair of the Board are elected at the first official Board meeting of the calendar year. The Chair shares meeting rights with all other Board members and is a regular voting member of the Board. In this capacity, the Chair is eligible to make and second motions and is allowed equal time to speak on a motion or on a discussion item. Additionally, the Chair has the responsibility of providing leadership in convening and managing all official meetings of the Board. In this capacity, the Chair facilitates discussion and action on Board agenda items, insures that the meeting protocol is adhered to, and that data practices and open meeting law are not violated. In the absence of the Chair, the Vice-Chair assumes meeting management responsibility.

## **Board Actions**

The Board of Commissioners must have a quorum, or three members present, before it can take official action. All Board action must be approved by a majority of three or more of the members present.

The Board has final control over County matters subject only to the limitations imposed by state law.

No action will be taken on any item not part of the agenda on the same day it is presented unless action is considered necessary by a majority of the Board.

## **Speaking Protocol for Commissioners**

Orderly meeting management requires a respectful process that insures all commissioners have an equal opportunity to speak on each issue that comes before the Board. The Board Chair is responsible for establishing and maintaining orderly meeting management. There are a number of techniques or protocols to facilitate this. The Board Chair has the discretion to select the protocol used during their term as Chair.

## **Agenda**

The County Coordinator serves as the Recording Clerk to the Board and oversees preparation of the agenda for consideration. Meetings of the Board of Commissioners follow a standard agenda. The Board Agenda is finalized on Thursday prior to the scheduled Tuesday meeting.

To have an item placed on the Board Agenda for discussion or action, contact the County Coordinator. To be considered for the agenda the request must be submitted to the Coordinator's office by noon on the Thursday prior to the next Board meeting. If Board action is requested, a copy of the resolution along with supporting materials must be included with the request. This may be done electronically through the Request for Board Action form. To obtain this form contact the County Coordinator.

An electronic Board Meeting packet including all supporting materials is provided to the Commissioners no later than Friday prior to the following Tuesday's Board meeting to allow Board members time to review and study the matters that will come before them for decision.

Items not placed on the agenda before it is finalized may be considered at the meeting upon agreement of the members of the Board present. Such items may be added as addenda and approved as a revision to the Agenda or with a Suspension of Rules.

All items on the agenda including appointments and regular agenda items are scheduled at a specific time and every effort will be made to maintain the approved meeting schedule.

Items on the **Consent Agenda** are considered routine by the Board and may be approved and enacted through one motion. Any item on the consent agenda may be removed by any of the Commissioners for separate consideration.

~~Appointments with the Board will be allowed a maximum of 30 minutes. Exceptions will be made for specific matters that cannot be handled in that amount of time—but must be scheduled ahead of time.~~

### **Committee Reports**

Commissioners report on the committee meetings and other activities they have participated in between official Board meetings. Information that cannot be covered during the time designated for Committee Reports on the agenda may be presented as handout or submitted as a formal written committee report. **Items relating to committee reports that require Board approval are scheduled as a separate agenda item and included in the Board packet as a Request for Board Action.**

### **County Board Proceedings (Minutes)**

Proceedings are kept of all official Board meetings to provide a record of the actions of the County Board. Board meeting proceedings are not official until the Board reviews them and they are officially approved at a Board meeting. Proceedings are available for view during regular business hours or can be viewed on the Roseau County web site at any time. Certified copies of Board proceedings can be obtained by contacting the County Coordinator. A summary of the proceedings are published in the official county paper of record. Board proceedings are subject to error or misinterpretation and may be revised or corrected by official board action.

### **Meetings Open to Public**

All meetings of the Board (regular, special, and emergency) are open to the public but are not public forums. Constituents wishing to address the Board should schedule an appointment with the County Coordinator.

### **Public Participation at Board Meetings**

The Board of Commissioners desires public participation at its meetings, but also has the responsibility for conducting its business in an orderly and timely fashion.

The agenda of all regular and special meetings of the Board is prepared by the County Coordinator. The public may request to appear on the agenda and address the Board by contacting the County Coordinator. The Coordinator will determine whether to refer the matter to a department head, commissioner, committee, or to schedule the matter on a board agenda for full board consideration. Requests must be received five business days in advance of the meeting date and all requests must specify:

- a) The topic or issue to be raised;
- b) The name, address and telephone number of the requestor;
- c) The amount of time the requestor intends to use.

The Board reserves the right to deny a request or limit the length of any presentation.

## **Orderly Oral Public Comment May be Invited**

On matters it deems significant, the Board may invite persons in attendance to offer oral public comment on matters before the Board. When invited by the Board, oral public comment is allowed. The Board may restrict public comment in length and scope in its sole discretion. The Board will not receive public comment from persons involved in ongoing litigation against the board, if those comments concern matters or issues touching on said litigation.

## **Protocol for Addressing the Board**

Before addressing the Board, it is necessary to obtain the right to speak or "obtain the floor" from the presiding officer (Chairman). This means that you stand and address the presiding officer, by his/her title: Mr. Chairman or Madam Chairman. The Chair will then recognize you by asking for or announcing your name and giving you permission to speak. You may then address the Board.

## **Meeting Order**

Interruption or other interference with the orderly conduct of the Board of Commissioners cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer (Chairman) may terminate the speaker's privilege of address if, after being called to order, they persist in improper conduct or remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against individual employees of the County (due to laws governing data practices) or debate any subjects under jurisdiction of the Courts. All such charges, if presented to the Board directly, shall be referred to the County Coordinator's Office for investigation and report.

## **Closing of a Board Meeting**

Occasionally the Board may find it necessary to close a meeting to acquire legal advice related to pending litigation or to handle confidential personnel matters that would violate data practices if discussed publicly. According to Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(b) "meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege".

ITEM # Discussion 3  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Falk, Roger	<b>*Department</b> District 3 Commissioner	<b>*Board Meeting Date</b> Jan 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Compensatory Time

**\*Background (Provide sufficient detail of the subject):**  
 On December 1, 2010, the Board passed a resolution authorizing overtime payment for all hours worked in excess of 40 where this policy does not interfere with collective bargaining agreements. Various department heads have expressed concern regarding this policy. The Board has the matter on the agenda today for further discussion.

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

ITEM # Discussion 4  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Grand, Pam	<b>*Department</b> Recorder	<b>*Board Meeting Date</b> Jan 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Recorder's Office part-time Staff Position

**\*Background (Provide sufficient detail of the subject):**  
 When Recorder Pam Grand took office, her position as deputy recorder was not filled. The Board authorized the Recorder to utilize part-time staff to fill in as needed. The Recorder agreed to assess the labor need to determine if the duties of the office could be adequately filled utilizing part-time staff. Ms. Grand has determined that part-time is adequate and would request authorization to fill the part-time position. Ms. Grand is currently having the hours filled utilizing "temp" part-time labor and would like to make that position a "regular" part-time position. The request would be for a .5 FTE.

**\*Financial Consideration:**  
 Funding for the position is in the budget

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

ITEM # Discussion 5  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Foldesi, Mark	<b>*Department</b> District 5 Commissioner	<b>*Board Meeting Date</b> Jan 11 2011
---	---	---

**\*Subject Title (As it will appear on the agenda):**  
 Highway Department Employee Association Labor Negotiations

**\*Background (Provide sufficient detail of the subject):**  
 Commissioners Falk and Foldesi have continued labor negotiaons with the HDEA as directed by the Board and will provide an update. The Board will close the meeting per Minn. Stat. § 13D which authorizes the Board "to close to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 and 179A.25".

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

ITEM # Committee Rep  
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



<b>*Person Responsible for Request</b> Swanson, Jack	<b>*Department</b> District 2 Commissioner	<b>*Board Meeting Date</b> Jan 11 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Committee Reports

**\*Background (Provide sufficient detail of the subject):**  
 What follows is a list of Jack Swanson's Committee Reports.

**\*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
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

**ATTEST:** Teresa Klein, Board Clerk

***JACK SWANSON COMMITTEES***

***DECEMBER 29, 2010 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY***

***JANUARY 3, 2011 - ROSEAU CITY COUNCIL***

***JANUARY 4, 2011 - COUNTY BOARD MEETING***

***JANUARY 5, 2011 - ROSEAU RIVER WATERSHED BOARD; heard RRWB discussion re: prepayment of property tax ... RRWB asked whether they could be insured through MCIT***

***JANUARY 5, 2011 - COMMUNITY JUSTICE COORDINATING COMMITTEE; continued discussions on "tracker" program (the current dilemma is insurance coverage; also heard from Julie Sjostrand (Roseau School) on a restorative justice program***

***JANUARY 6, 2011 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (CHISHOLM); talked about the land asset pilot project; talked about a possible collaboration with the Joint Powers Natural Resources Board***

***JANUARY 10, 2011 - KaMaR BOARD (KARLSTAD)***

ITEM #     FYI      
**REQUEST FOR BOARD ACTION**  
 \* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
<input type="text"/>	<input type="text"/>	<input type="text"/> 2011 <input type="text"/>

\*Subject Title (As it will appear on the agenda):  
 FYI

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

1. Annual Drainage, Wetland and Natural Resources Regulation Conference, February 3, 2011. 2. DNR proposed rules changes letter and 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)**

Date Received:	Comments:
<input type="text"/>	<input type="text"/>

**Board Action:**

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson	<input type="text"/>	Passed <input type="text"/>				
Phillipe	<input type="text"/>	Failed <input type="text"/>				
Foldesi	<input type="text"/>					
Falk	<input type="text"/>	Tabled <input type="text"/>				
Walker	<input type="text"/>					

**ATTEST:**                      Teresa Klein, Board Clerk

# ANNUAL DRAINAGE, WETLAND AND NATURAL RESOURCES REGULATION

# CONFERENCE

February 3, 2011  
St. Cloud Civic Center

Presented by: *RINKE NOONAN* Attorneys at Law  
[www.rnoon.com](http://www.rnoon.com)

Annual Drainage, Wetland  
And Natural Resources Conference  
St. Cloud Civic Center - February 3, 2011



JAN 08 2011

RECEIVED

County Commissioners  
Roseau County Courthouse  
606 5th Ave SW  
Roseau, MN 56751-1477

U.S. POSTAGE  
Mailed From 56301  
12/30/2010  
**\$00.44**

Hasler



Rinke Noonan Law Firm  
1015 W. St. Germain St., Suite 300  
St. Cloud, MN 56301  
320-251-6700

## REGISTRATION FORM

Annual Drainage, Wetland and Natural Resources Conference • St. Cloud Civic Center • February 3, 2011

Names: \_\_\_\_\_

Business: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

State: \_\_\_\_\_

Email: \_\_\_\_\_

Zip: \_\_\_\_\_

Cost: \$95 per person including: continental breakfast, lunch, one-day seminar, and materials.

Refund Policy:

Full refund for cancellations received 72 hours prior to seminar minus a \$15 handling fee.  
No refunds for cancellations received within 72 hours of seminar.

No. of Attendees \_\_\_\_\_ x \$100 = \_\_\_\_\_

Total \_\_\_\_\_

Make checks payable to: Rinke Noonan  
Mail check and registration to:  
Rinke Noonan Law Firm, Attn: Jen Carlson  
1015 W. St. Germain St., Suite 300  
St. Cloud, MN 56301

For further information contact Jen Carlson

*Drainage, wetland, flooding and land use issues continue to be important and sometimes controversial issues throughout Minnesota. These issues and the policies that surround them will shape land use planning into the future. This year's conference is again designed so that attendees can gain knowledge on drainage and wetland issues against a backdrop of conservation and budget issues. This conference is designed for drainage authorities, agency personnel, zoning staff, landowners and city, township, county and watershed officials and staff.*

#### REGISTRATION

Seating is limited. To reserve seats, complete the registration on the back of this brochure. Send it with a check made payable to Rinke Noonan. Seminar fee is \$95.00 for each person attending, which includes the continental breakfast and luncheon.

For questions about registration or other arrangements contact Jennifer Carlson at (320) 656-3537 or email [jcarlson@rnoon.com](mailto:jcarlson@rnoon.com)

This seminar is being submitted for CLE credits.

#### OVERNIGHT ACCOMMODATIONS

For your convenience, a block of rooms has been set aside until January 27th, 2011 at the Best Western/Kelly Inn 320/253-0606. When you call for reservations, mention you are attending the Rinke Noonan Annual Drainage, Wetland, and Natural Resources Regulation Conference.

### THURSDAY, FEBRUARY 3rd, 2011

St. Cloud Civic Center

- |               |   |
|---------------|---|
| 8:15 - 9:00   | Registration<br>Continental Breakfast   |
| 9:00 - 9:10   | Welcome and Introductions -<br>Kurt Deter   |
| 9:10 - 10:00  | Minnesota Drainage Law &<br>General Overview - Kurt Deter   |
| 10:00 - 10:15 | Break   |
| 10:15 - 11:00 | Agency Wetland Coordination<br>with Drainage - John Kolb and<br>Adam Ripple   |
| 11:00 - 11:45 | Flood Control Programs &<br>Funding - TBD   |
| 11:45 - 1:00  | Lunch   |
| 1:00 - 2:00   | Example Projects & Issues -<br>Kurt Deter and John Kolb   |
| 2:00 - 2:45   | Drainage Workgroup -<br>BWSR Representative   |
| 2:45 - 3:00   | Break   |
| 3:00 - 3:45   | Redetermination, Transfers, Road<br>Authorities & Other Special<br>Proceedings Kurt Deter,<br>John Kolb and Adam Ripple |
| 3:45 - 4:30   | Question & Answer   |

#### SEMINAR SPEAKERS

**Kurt A. Deter** is a partner with the Rinke Noonan Law Firm in St. Cloud. He is a frequent speaker on drainage and wetland issues and represents counties, watershed districts, landowners and other government entities throughout the State of Minnesota on water related issues.

**John C. Kolb** is a partner with the Rinke Noonan Law Firm in St. Cloud. His practice includes the areas of water, environment and natural resources, agriculture, land use and municipal law. John is a frequent speaker on issues related to storm water and waste water management and agricultural drainage. John has advised municipalities in the establishment of flood control, storm water and waste water management projects throughout the state.

**Adam Ripple** is an associate attorney with Rinke Noonan Law Firm and concentrates his practice in local government, environmental and water law, land use and zoning, and condemnation. Adam is the City Attorney for several cities and general counsel to a number of other government bodies such as townships and watershed districts. He has a master's degree in Public Administration and worked for several government agencies before becoming an attorney.

# Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-40



December 27, 2010

Dear Interested Party:

The Minnesota Department of Natural Resources (DNR) is accepting comments through February 28, 2011, on proposed changes and additions to various hunting-related rules.

The proposals cover a variety of subjects including wildlife management areas, game refuges furbearer trapping and hunting, turkey hunting, waterfowl hunting and minor changes to habitat stamp contest judging rules. Many of the rule changes included in this package have been discussed and supported at past public input meetings and are currently in effect as temporary rules.

A copy of the request for comment, which contains a summary of the proposed rule, is enclosed. Proposed rule language will be available at a later date and there will be additional opportunities to comment.

The DNR will accept written comments supporting or opposing the rule changes through 4:30 p.m. on February 28th. Comments may be submitted to: Jason Abraham, Box 20 Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul, MN 55155-4020 or by e-mail at [Jason.Abraham@dnr.state.mn.us](mailto:Jason.Abraham@dnr.state.mn.us)

Sincerely,

A handwritten signature in black ink that reads "Jason Abraham".

Jason Abraham  
Season Setting Specialist  
Minnesota Department of Natural Resources  
(651) 259-5197

Enc: Request for Comments



# Minnesota Department of Natural Resources

## Division of Fish and Wildlife

### REQUEST FOR COMMENTS

#### **Possible Amendment to and Repeal of Rules Governing Public Lands, Hunting, Trapping, and Stamps, *Minnesota Rules*, chapters 6230, 6232, 6234, 6236, 6240, 6290**

**Subject of Rules.** The Minnesota Department of Natural Resources requests comments on its possible amendment to and repeal of rules governing public lands, hunting, trapping and stamps. The Department is considering rule amendments and repealing its rules that:

- 1.) Modify various special provisions for wildlife management areas and state game, goose and waterfowl refuges.
- 2.) Modifying season for hunting and trapping raccoon, fox, badger and opossum.
- 3.) Clarify snaring provisions.
- 4.) Modify provisions for transporting and possessing incidentally taken fisher, otter, pine marten or bobcat.
- 5.) Establish a 30-day fall turkey season and modify requirements for muzzleloaders used in turkey hunting.
- 6.) Modify goose zones, season dates and provisions for hunting on refuges to reflect a lengthened Canada goose season and the elimination of the late Canada goose season.
- 7.) Modify application procedures, reproduction rights, design standards and judging requirements for pictorial stamp contests.

**Persons Affected.** The rules may affect persons using some wildlife refuges and controlled hunt zones; small game, deer, and waterfowl hunters. Most of the rules have been in effect for at least two seasons. Individuals or businesses that provide goods and services to hunters and trappers may also be affected.

**Statutory Authority.** The adoption of the proposed rules is authorized by *Minnesota Statutes*, sections 86A.06, 97A.045, 97A.091, 97A.092, 97A.095, 97A.137, 97A.401, 97A.535, 97B.105, 97B.112, 97B.301, 97B.305, 97B.311, 97B.411, 97B.425, 97B.431, 97B.605, 97B.621, 97B.631, 97B.635, 97B.711, 97B.721, 97B.723, 97B.731, 97B.803, 97B.911, 97B.915, 97B.921, 97B.925, and 97B.931.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing by e-mail or orally until 4:30 p.m. on Monday, February 28, 2011. The Department does not anticipate appointing an advisory committee to comment on the possible rules.

**Rules Drafts.** The Department has prepared a draft of the possible rules amendments and repeals.

**Agency Contact Person.** Written or oral comments, questions, requests to receive a draft of the rules, and requests for more information on these possible rules should be directed to:

Jason Abraham  
Department of Natural Resources  
500 Lafayette Road  
St. Paul, Minnesota 55155-4007

**Phone:** (651) 259-5197

**Fax:** (651) 297-4961

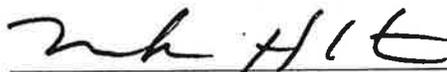
**Email:** [Jason.Abraham@dnr.state.mn.us](mailto:Jason.Abraham@dnr.state.mn.us)

**TTY** users may call the Department of Natural Resources at (800) 657-3929

**Alternative Format.** Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge if and when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: 12-17, 2010



Mark Holsten, Commissioner  
Department of Natural Resources