
December 27, 2011

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on December 27, 2011 at 8:30 a.m. in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

8:30 Call to Order

1. Roll Call
2. Presentation of Colors
3. Approve Agenda
4. Comments and Announcements
5. Approve Bills

9:00 Delegations - Board Appointments

9:05 Consent Agenda

1. 2012 Voluntary Time Off Policy
2. Wikstrom Telephone Right of Way Easement
3. Revised Board Meeting Date Schedule for 2012

9:15 County Committee Reports

1. Operations Committee Recommendations

9:30 Department Reports

I.T.

1. OET Telecommunications Agreement

County Attorney

1. Dangerous Dog Ordinance
2. Complaint Policy

10:00 BREAK

10:15 County Board Items

1. Set 2012 Appropriations
2. Adopt 2012 Levy
3. Adopt 2012 Budget
4. Roseau County Museum and Historical Society - One Woman 2012
5. Set Minimum Salary for Elected Officials for the Next Term Following
6. Beaver Legislation
7. MCIT Board Vacancy
8. Local Government Innovation Forums
9. Commissioner Committee Reports

11:00 Adjourn

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Pelowski, Jeff ▼	Coordinator ▼	Dec ▼	27 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Approve 2012 Voluntary Time-Off Policy

***Background (Provide sufficient detail of the subject):**
 The Board will consider the current VTO Policy extending this policy through 2012.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

ITEM # Consent #2

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Pelowski, Jeff ▼	*Department Coordinator ▼	*Board Meeting Date Dec ▼ 27 ▼ 2011 ▼
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***Subject Title (As it will appear on the agenda):**
Wikstrom Telephone Right of Way Easement

***Background (Provide sufficient detail of the subject):**
Wikstrom Telephone Company is requesting the Board approve Right of Way easement on a 1 acre parcel located in Solar Township to install fiber optic telephone cable.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

Wikstrom Telephone Co., Inc.

Telecom ♦ Internet CATV

212 South Main St., Karlstad, MN 56732 Phone: (218) 436-2121 Fax: (218) 436-3102
Corey Wikstrom, Service Supervisor

December 1, 2011

To: Rural Telephone landowners

RE: Right of Way Easement



Wikstrom Telephone Company will be installing a new fiber optic telephone cable along the edge of your property in the summer of 2012. We need to install new telephone facilities to improve telephone and Hi-speed internet capabilities for our rural telephone customers and to provide other high bandwidth services such as IPTV. We would like your permission to install the new cable adjacent to the highway ditch on the edge of your property to keep it out of the way of any future highway repairs or ditch cleaning.

Please find enclosed an easement form that we would like you to sign and return to us, giving us permission to install and repair the new line for your property. We hope you can have this notarized locally before returning in the postage paid envelope. Time is of the essence so we can plan accordingly and have all of the easements back to us in the next 60 days.

If you have any questions, or would like a personal visit from our local area representative to discuss the project, please contact Corey Wikstrom 218-436-5213 (ofc), 218-689-0164 (cell phone).

Sincerely yours,

Corey Wikstrom

Service Supervisor

Enclosure

TELEPHONE LINE RIGHT-OF-WAY-EASEMENT

Approximate Location of Telephone Facilities: Within 120 ft. from the center line of the road along the S edge of the property and within xx ft. of the xx side of the driveway up to the premise where the telephone is located.

This easement shall run with the land and the title thereto, and be binding on the grantors and their heirs and any person who shall thereafter acquire title to the property.

The owners may continue to use the land to the extent that they do not interfere with the operation and maintenance of the telephone line or system.

The undersigned agrees that all poles, wires and other facilities, including all telephone equipment, installed on the above-described premises at the corporation's expense shall remain the property of the Corporation, removable at the option of the Corporation. The Corporation may cut and trim trees and shrubbery when in the Corporation's opinion they may interfere with or threaten to endanger the operation and maintenance of said line or system, and may license, permit or otherwise agree to joint use or occupancy of said line or system by any other person, firm or corporation for telephone purposes. The owners will permit ingress and egress to the telephone system at points easily accessible by the Corporation so that the corporation may add to, replace, or maintain its facilities.

The Corporation will indemnify the owner against any loss and damage caused by the exercise of its rights in ingress and egress or by any wrongful or negligent act or omission of its agents or employees in the course of their employment. Similarly, the owners agree to indemnify and hold the company harmless for any damages or injuries resulting from the owner's negligence in connection with the telephone facilities installed by the Corporation.

The undersigned covenant that they are the owners of the above-described lands and that the said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons:

IN WITNESS WHEREOF, the undersigned owner or owners have set their hands and seals
this _____ day of _____, 20 _____. Owner(s):

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20 ____ by

County of Roseau (A Corporation)

[Name(s)]

[(STATE-A single person OR husband and wife)]

Signature _____
SIGNATURE OF NOTARY TAKING ACKNOWLEDGEMENT

(Notary - Affix Seal)

DOCUMENT DRAFTED BY WIKSTROM TELEPHONE CO., INC.

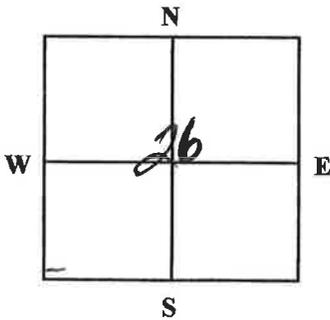
KARLSTAD, MN 56732-0217

EXEMPT FROM STATE DEED TAX

TELEPHONE LINE RIGHT-OF-WAY-EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, (whether one or more)
County of Roseau (A Corporation)

for a good and valuable consideration, the receipt whereof is hereby acknowledged, do hereby grant unto the WIKSTROM TELEPHONE COMPANY, INCORPORATED, a corporation (hereinafter called the "Corporation" whose address is Karlstad, Minnesota, and to its successors or assigns, the right to enter upon the lands of the under-signed with the perpetual right of way and easement for the construction, reconstruction, relocation, operation, maintenance and repair of telephone cable, poles, lines, wires and other telephone equipment and facilities to be located on or under the property described as follows:



County Roseau State Minnesota

Section 26 Township 162N Range 43W

Township Name Soler

Legal Description (exactly as it appears on title):

The Westerly One Hundred Sixty-five (165') feet of the Southerly Two Hundred Sixty-four (264') feet of the Southwest Quarter of the Southwest Quarter (SW1/4SW1/4) of Section Twenty-six (26) Township One Hundred Sixty-two (162) North, Range Forty-three (43) West, containing 1.0 acres more or less.

ITEM # Consent 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Monsrud, Martie ▼	Auditor ▼	Dec ▼ 27 ▼ 2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Revised Schedule of Board Meeting Dates

***Background (Provide sufficient detail of the subject):**
 The Auditor's office has requested the December 27, 2012 Board meeting date be changed to the 26th in order to submit bills before the end of the year.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

ITEM # Cty Comm Rep
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Pelowski, Jeff ▼	Coordinator ▼	Dec ▼	27 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Operations Committee Recommendations

***Background (Provide sufficient detail of the subject):**
 The Operations Committee is requesting Board approval of the attached recommendation.

***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"/>					
Foldesi	<input type="text"/>	Failed <input type="text"/>				
Falk	<input type="text"/>					
Walker	<input type="text"/>	Tabled <input type="text"/>				

ATTEST: Jeff Pelowski, Interim Coordinator

Process for Submitting Job Descriptions for Evaluation

>> Note: Operations Committee recommendation to the County Board --- 12/27/11 <<

1. The Department Head will submit all completed job descriptions/questionnaires to the Coordinator's Office.
2. The job descriptions/questionnaires will be reviewed by the Operations Committee after the entire department's paperwork has been received in the Coordinator's office.
3. Once approved by the Operations Committee, the department's paperwork will be sent to Trusight. George Gmach will be directed to refer any questions directly to the Department Head. George will only evaluate the job descriptions/questionnaires after he has received the entire department's paperwork.
4. Trusight will submit the results to the applicable Department Head.
5. The Department Head will present the results of the evaluation to the Operations Committee for final review.

Note: The Department Head will initiate the appeal process, if applicable, not the employee.

ITEM # Dep Rep IT
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Stauffer, Chris	*Department Information Systems	*Board Meeting Date Dec 27 2011
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***Subject Title (As it will appear on the agenda):**
 OET Telecommunications Agreement

***Background (Provide sufficient detail of the subject):**
 The Office of Enterprise Technology is rolling out a new high bandwidth network throughout the state interconnecting all counties. This increased bandwidth comes with additional cost based on county population.

***Financial Consideration:**
 cost increase from \$625 to \$1,150 per month

***Legal Consideration:**

***Other Consideration:**
 Cost will decrease as we lay fiberoptic cabling, replacing OET leased lines to service areas.

***Resolution (Wording should reflect the intent of the Board vote):**
 Approval to sign agreement

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator



COUNTY OF ROSEAU

216 Center Street West

Roseau, MN 56751

SRW-00000088393

December 15, 2011

The State/County Collaboration Program (SCCP) enables collaboration and cost sharing between local government and state agencies. This telecommunications collaboration is for wide area data and video network connectivity that:

- Enables a common, shared statewide managed Internet Protocol (IP) intranet among Minnesota's Counties,
- Provides Internet bandwidth to Counties,
- Delivers secure, mission critical data communications to State Agencies and other Counties.
- Provisions quality of services (QoS) for data, voice and video services
- Includes video conferencing services for collaboration using telepresence technology
- Will support hosted IP telephony and cloud computing services as optional services.

General County Telecommunications Collaboration Services Overview

Tier 2 Counties are those with a population of less than 27,000.

All Tier 2 counties will be provisioned with 100 megabits per second (Mbps) Ethernet services or equivalent to provide:

- 1) 100mbps **intranet** access for county-to-county and county-to-state traffic
- 2) 52Mbps for **Internet** access is guaranteed with a burst capacity of 100Mbps if aggregate SCCP Internet bandwidth is available. Total SCCP Internet bandwidth will be over 5,000Mbps.
- 3) A managed and maintained WAN access device (typically a Cisco enterprise class router) on county premises for statewide and global data connectivity.
- 4) QoS policies on the network for all bandwidth that will insure that applications and traffic receive their designated priority.
- 5) An advanced video conference service subscription including QoS policies for real-time IP traffic, integration into the statewide video dialing plan, conference bridging, scheduling and service desk support services.
 - a. Counties will provide local video conference equipment and support.
 - b. Counties will make their conferencing rooms available for multi-organizational use, including events scheduled by state collaboration partners. The current list of state partners is available from the county's OET account manager.
 - c. Counties may charge room usage fees if counties have no business interest in the video event. Video room usage charges are not part of the collaboration project.
 - d. To insure interoperability and reliability of the state video conferencing service, Counties should used certified codecs and operating software. Contact the OET



service desk for current supported codecs and software versions.

- 6) The Collaboration Project does not include LAN hardware, software and support, video codecs, room system hardware or local video conferencing technical/operational support.
- 7) OET will bill monthly according to the current fee structure for counties. These charges are collaboration fees that collectively recover the total program cost. The cost is determined by current OET rates for the services required to provision the network services as defined by SCCP partners.

OET is responsible to:

1. Order and the coordinate of any installation of, or changes to, the network access facility (circuit) from a primary county location to the MNET backbone.
2. Purchase, maintain, monitor and provide installation and support to all wide area network terminating hardware, including the router at the county collaboration site. This includes all software upgrades to the router as needed, maintaining a pool of spare equipment, arranging for repair if needed, and providing access to web based performance monitoring tools with county IT staff access.
3. Provide ongoing support to all county collaboration partners Ethernet ports on the router.
4. Provide IP addresses and domain name service.
5. Provide troubleshooting and problem resolution up to the Ethernet port connections on the SCCP router. Best effort diagnostics support will also be provided to the county for LAN connections.
 - a. OET's Service Desk can be reached at 651-297-1111 in the metro area or 888-717-6638 for outstate.
6. Provide a monthly invoice to all the county collaboration partners to recover the service costs.

The County is Responsible to:

1. Specify any necessary changes to establish routing tables and filters in the SCCP router. This includes specifying the IP addresses will be allowed on the WAN connection. No other addresses will be allowed to pass through to the statewide public sector network.
2. Implement and manage the LAN(s), including hardware, software and support.
3. Connect the county LAN(s) to the router, including the provision of transceivers or other connecting hardware and inside wiring. This includes coordinating the installation of the inside wiring from the network terminating hardware to the video hardware.
4. Provide electrical power for the network equipment and mounting surface for network terminating hardware and other network hardware as needed.
5. Coordinate the use of the video conferencing facility when video is implemented. This will include required staff responsible for the scheduling, site and technical coordinators.
 - o Follow the "General Requirements for State/County Collaboration Videoconference Sites" guideline.
 - o Video equipment purchased and installed is certified and meets the current standard

Tier 2 County
PARTNER AGREEMENT



- of interoperability and connectivity.
 - o Videoconference room provides appropriate acoustics, voice communication and remote vendor support.
6. The county agrees to use State network services in accordance with state and federal regulations.

Billing acceptance criteria for service: The service is billable to the county collaboration partners from the date that the Service Desk can confirm and test the requested service change.

Trip charges may be incurred in the event that OET, telephone company personnel or state-contracted vendors need to revisit a site because the county collaboration partner is not ready on the scheduled and agreed upon date of installation. See the OET rate schedule for the current trip charge.

COUNTY OF ROSEAU

SRW-0000088393

Customer Number 100A06801

<u>Description</u>	<u>Qty</u>	<u>Recurring</u>	<u>Total</u>
Billing Change - New SCCP Charges	1.00	\$1,300.00	\$1,300.00
Recurring Credit for County Provided Fiber	1.00	-\$150.00	-\$150.00

The billing summary above reflects changes to monthly billing. Roseau County will be billed **\$1,150.00** per month for the services defined in this service agreement. This cost is contingent on Roseau County providing fiber infrastructure to one segment \ location within the County. This billing change will be effective after January 1, 2012 and when increased bandwidth is available.

We agree to proceed with service implementation based upon this summary.

Customer:

Signature of customer representative

Date

Printed name of customer representative

Title

Customer Contact Information



Is this a seven (7) day 24-hour operation? YES _____ NO _____

If so, what is your support desk telephone number: _____

For service escalation, please provide emergency name(s) and contact information:

Name

Number

ITEM # Cty Bd Items #1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Monsrud, Martie ▼	*Department Auditor ▼	*Board Meeting Date Dec ▼ 27 ▼ 2011 ▼
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***Subject Title (As it will appear on the agenda):**
 Appropriations and Dues

***Background (Provide sufficient detail of the subject):**
 The Board will review and approve the 2012 County Appropriations and Dues.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

ITEM # Cty Bd 2 & 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Monsrud, Martie ▼	*Department Auditor ▼	*Board Meeting Date Dec ▼ 27 ▼ 2011 ▼
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***Subject Title (As it will appear on the agenda):**
 Approve Final 2012 Levy & Budget

***Background (Provide sufficient detail of the subject):**
 On September 13, 2011 the Board approved a preliminary 2012 levy and budget. Per statute, the Board must finalize its 2012 levy and budget by December 28, 2011.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

ITEM # Cty Bd #4

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Pelowski, Jeff ▼	Coordinator ▼	Dec ▼ 27 ▼ 2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Roseau County Museum and Historical Society - One Woman 2012

***Background (Provide sufficient detail of the subject):**
 The Board will discuss candidates for the One Woman 2012 nomination.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

Celebrate Women

WOMEN'S HISTORY MONTH – MARCH, 2012 “ONE WOMAN 2012”



TO: ALL ROSEAU COUNTY TOWNSHIP BOARDS AND CITY COUNCILS

Date: December 2, 2011

In March 2012, the Roseau County Museum & Historical Society will celebrate its 4th Annual Women's History Month and we need your help. We are asking you to select a woman from your community whom we will recognize and honor.

What do we need from you? The name of a woman, a brief explanation of why she was selected (just one sentence is sufficient), and the name of a person whom we can contact to gather information about that woman.

Who are we looking for? The woman must have lived in your township/city at one time. She can be of any age or deceased. Perhaps a woman in your community that can be called on as a volunteer or is there for people in of need? She can be anyone from homemaker to ... the options are endless. With your help you can make the *One Woman* event another great success.

We will include information about her, along with other women representing townships/cities in Roseau County, in a display at the County Museum during the month of March.

This celebration is an annual event. You will be contacted in subsequent years to give us other women's names. A press release has been sent notifying the public about this project, asking your constituents to contact you giving their recommendation.

Don't miss out...Make sure your township/city is represented

Please complete the enclosed form and return it in the self-addressed, stamped envelope by **January, 2012**. Contact us if you have questions, 463-1918 or rchsroseau@mncable.net

ITEM # Cty Bd Item #5
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Pelowski, Jeff ▼	Coordinator ▼	Dec ▼ 27 ▼ 2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Set Minimum Salary for Elected Officials for the Next Term Following

***Background (Provide sufficient detail of the subject):**
 The Board needs to approve 2012 Elected official salaries which include the County Attorney, Auditor, Recorder, Sheriff and Treasurer.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

2012 Elected Officials Salaries

(3.5% increase)

	<u>2010 Salary</u>	<u>2011</u>	<u>2012</u>	
Auditor	\$70,340.00	\$64,189.99	\$64,189.99	Grade 11 Step C
Treasurer	\$63,587.00	\$68,223.60	\$68,223.60	Grade 10 Step G
Sheriff	\$71,000.00	\$70,194.04	\$70,194.04	Grade 12 Step C
Attorney	\$87,006.00	\$85,563.48	\$85,563.48	Grade 14 Step C
Recorder	\$56,896.00	\$62,381.82	\$62,381.82	Grade 9 Step E
Commissioners	<u>\$19,214</u>	<u>\$19,214</u>	<u>\$19,214</u>	

Commissioners froze their 2011 salary

2011 APPROVED 12/2010

ITEM # Cty Bd #6

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Pelowski, Jeff ▼	Coordinator ▼	Dec ▼	27 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
Beaver Legislation

***Background (Provide sufficient detail of the subject):**
Representative Fabian plans to introduce new legislation this coming session on beaver management and would like Board input concerning the attached language.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

From: Jordan Hanson [mailto:Jordan.Hanson@house.mn]
Sent: Friday, December 09, 2011 4:47 PM
To: garjul@gvtel.com
Subject: Senate version

S.F. No. 943, 5th Engrossment - 87th Legislative Session (2011-2012) Posted on May 23, 2011

23.14 Sec. 54. Minnesota Statutes 2010, section 97B.667, is amended to read:

23.1597B.667 REMOVAL OF BEAVERS, BEAVER DAMS, AND LODGES BY

23.16ROAD AUTHORITIES.

23.17When a drainage watercourse is impaired by a beaver dam and the water damages
23.18or threatens to damage a public road, the road authority, as defined in section 160.02,
23.19subdivision 25 , may remove the impairment and any associated beaver lodge within 300
23.20feet of the road. Notwithstanding any law to the contrary, the road authority may kill or
23.21arrange to have killed by any lawful means a beaver associated with the lodge. Before
23.22killing or arranging to kill a beaver under this section, the road authority must contact a
23.23conservation officer for a special beaver permit. The conservation officer must issue the
23.24permit for any beaver subject to this section. A road authority that kills or arranges to
23.25have killed a beaver under this section must notify a conservation officer or the officer's
23.26designee as specified in the permit within ten days after the animal is killed. A road
23.27authority may, after consultation with the Wildlife Division and the Board of Water and
23.28Soil Resources, implement a local beaver control program designed to reduce the number
23.29of incidents of beaver interfering with or damaging a public road. The local control
23.30program may include the offering of a bounty for the lawful taking of beaver.

Jordan Hanson
Legislative Assistant
Rep. Dan Fabian
Rep. Joe Schomacker
State Office Building - 429A
Jordan.Hanson@house.mn
651-296-5398

ITEM # Cty Bd #7

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Pelowski, Jeff ▼	Coordinator ▼	Dec ▼	27 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 MCIT Board Vacancy

***Background (Provide sufficient detail of the subject):**
 MCIT is seeking an individual to fill a mid-term vacancy on the Board of Directors.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator



Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100
St. Paul, MN 55103-1885
www.mcit.org



Phone: 651-209-6400
Toll Free: 866-547-6516
Fax: 651-209-6496

BOARD OF DIRECTORS

Dennis Hegberg
Trust Chair
Washington County
Commissioner

Sharon K. Anderson
Vice-Chair
Auditor/Treasurer
Cass County

Scott Sanders
Secretary/Treasurer
Watonwan County
Commissioner

Graylen Carlson
Lac qui Parle County
Commissioner

Don Diedrich
Polk County
Commissioner

John Hoscheid
Lake of the Woods
County Auditor

Melvin Ruppert
Nobles County
Administrator

Felix Schmiesing
Sherburne County
Commissioner

December 12, 2011

To: MCIT Member County Commissioners, County Auditors and County Auditor-Treasurers
From: Steve Nelson, MCIT Deputy Director
RE: MCIT BOARD VACANCY

The Minnesota Counties Intergovernmental Trust is seeking an individual to fill a mid-term vacancy on the board of directors created as a result of the resignation of Steele County Commissioner Tom Shea.

Section 7.4, Article D. (Vacancy) of the MCIT Bylaws provides that "At Large" board member vacancies "shall be filled by appointment of the remaining members of the board until the next annual meeting of the Trust at which time the unexpired term shall be filled by election."

Persons applying for this position must:

- Be a County Commissioner, County Auditor or County Auditor-Treasurer
- Represent a county participating in MCIT
- Be actively serving in the county

No county may have more than one representative on the MCIT board.

A nominating committee appointed by the MCIT board chair will review the qualifications of candidates. The entire board will interview the candidates selected by the committee for consideration in February, 2012. No applicant is guaranteed an interview.

The successful applicant will be required to stand for election at the 2012 MCIT Annual Meeting which also coincides with the expiration of Shea's term (December, 2012).

When filling a vacancy the board considers a variety of factors including demographics, geography and experience, to ensure the board is representative of the county membership.

For your consideration, you will find attached a position description, key roles and responsibilities for board members and information about board and committee meetings. You are also encouraged to contact the MCIT Deputy Director if you have other questions regarding service on the MCIT board.

If you are interested in being considered for a position on the MCIT Board of Directors you are required to submit a letter of interest and qualifications to MCIT Deputy Director Steve Nelson, MCIT, Suite 100, Empire Drive, St. Paul, Minnesota 55103-1885 or snelson@mcit.org by January 13, 2012.

POSITION DESCRIPTION

POSITION: BOARD MEMBER

BASIC FUNCTIONS/PURPOSE

The job of the board is to set policy; ensure the organization meets all expected goals and objectives; represent and lead the organization by determining and demanding appropriate and excellent organizational performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These are not to be construed as exclusive or all-inclusive. To distinguish the board's own unique job from the jobs of the executive director and staff, the board will concentrate its efforts on the following:

- Utilize all available avenues to ensure meaningful linkage with members.
- Represent the Trust to potential members and other related organizations
- Develop written governing policies, which at the broadest levels, address:
 - Organizational products, impacts, benefits, results, services, recipients and their relative worth.
 - Constraints on executive authority, which establish the practical, ethical, and legal boundaries within which all executive activity and decision-making will take place.
 - How the board will conceive, carry out, and monitor its own work.
 - How authority is delegated to the executive director and how the executive director's use of that authority is monitored; the executive director's role, authority, and accountability.
- Evaluate the executive director's performance annually.
- Ensure that the mission of MCIT is fulfilled or modified as needed.
- Follow policies adopted by the board and model good risk management and loss control planning.
- Attend monthly board meetings and other necessary committee meetings.

KEY BOARD ROLES AND RESPONSIBILITIES

ROLES OF A BOARD MEMBER

Members of the Board of Directors have several key roles. They are to be a:

- Leader
- Decision-maker
- Advocate for the mission of the organization and for its programs and services
- Representative of the organization and its mission

ACCOUNTABILITIES

- Accept legal responsibility for assuring that the organization complies with all laws, regulations, etc.
- Establish a clear mission

- Develop a strategic plan to accomplish the mission
- Monitor and update the plan annually
- Provide direction, encouragement and support for the executive director
- Provide all necessary resources to achieve strategic goals and objectives as permitted by the financial ability of the organization
- Ensure a fair system of policies and procedures for staff management
- Represent the organization to the membership and statewide associations
- Commission and act upon an annual audit
- Monitor overall operational effectiveness

LEGAL AND FINANCIAL RESPONSIBILITIES

- Be an active participant in board meetings and board actions
- Ensure that accurate records are kept
- Allow no conflict of interest between you and the organization
- Comply with IRS and other codes, laws and regulations
- Carry out the mission of the organization
- Comply with all governing documents

BOARD RESPONSIBILITIES

There are seven key board responsibilities. They are to:

I. SET THE STRATEGIC DIRECTION FOR MCIT

- Develop vision, mission, values
- Set goals and objectives
- Determine measurable outcomes
- Be accountable for the strategic plan

II. OVERSEE FINANCES

- Approve the budget
- Monitor financial conditions
- Participate in financial planning
- Safeguard and manage the organization's assets

III. PROVIDE RESOURCES

- Provide adequate resources – people, dollars, facilities – to achieve strategic goals and objectives

IV. REPRESENT THE MCIT

- Be an ambassador and spokesperson for the organization and its issues
- Identify member needs
- Ensure that programs and services are designed to meet member needs

V. CREATE AN EFFECTIVE ORGANIZATIONAL STRUCTURE

- Understand and follow governing documents

- Delegate board work to committees as appropriate
- Have and follow clear policies and procedures
- Monitor policies
- Ensure performance management systems for management and staff
- Orient new board members
- Have effective board recruitment processes
- Evaluate the executive directors' performance
- Maintain board records

VI. HIRE / EVALUATE THE EXECUTIVE DIRECTOR

- Have a clear position description
- Provide a clear strategic plan
- Develop a compensation package for the executive director (who administers compensation for the balance of staff)
- Evaluate the executive director annually
- Establish personnel policies

VII. MONITOR AND EVALUATE

- Document and review operations, performance and results
- Monitor financial performance
- Verify compliance with all financial, legal and ethical requirements

BOARD AND COMMITTEE MEETINGS

MCIT Board of Directors' Meetings are generally held the second Friday of every month except for when the meeting coincides with a holiday. The December board meeting is always held in conjunction with the AMC Annual Conference.

The board typically conducts two strategic planning sessions each year that are generally held in March and October.

The Claims Committee regularly convenes each month after the board meeting.

The By Laws Committee generally meets two times a year in April and October.

The Personnel Committee meets at least once during the year, but other meetings may be scheduled as needed.

The Annual Membership Meeting is held in conjunction with the AMC Conference in December.

MCIT STANDING COMMITTEES

Claims Committee

Appointed annually by the chair at the first meeting of the year. There are no limits on the number of years an individual can serve on the committee.

Comprised of three voting members and one alternate that has no voting capacity unless one voting member is absent.

Meetings follow the regular board meeting each month. Occasionally a conference call is required.

Meetings and conference calls are eligible for a per diem as provided for by board action.

Typically only commissioners have served on this committee.

The Committee's responsibilities include:

- A. Review claims
- B. Review large losses
- C. Review litigation strategy
- D. Review and authorize settlements when appropriate
- E. Review reports – quarterly, the board of directors will be apprized of notable claims in a closed session. The committee may direct that other information be provided to the board as deemed necessary.

Bylaws Committee

Appointed annually by the chair at the first meeting of the year. There are no limits on the number of years an individual can serve on the committee.

Comprised of four members.

Meetings are held as needed during the year, typically in the spring and fall.

Meetings are eligible for a per diem as provided for by board resolution.

Commissioners, Auditors, Auditor-Treasurers and Coordinators/Administrators have served on this Committee.

The Committee is advisory to the MCIT Board of Directors.

The Committee's responsibilities include:

- A. Review MCIT Coverage Document – This committee reviews new services and products.
- B. Review MCIT Bylaws – This committee considers modifications to the coverage document.

Personnel Committee

Appointed annually by the chair at the first meeting of the year. There are no limits on the years an individual can serve on the Committee.

Comprised of the Executive Committee of the board (chair, vice-chair, secretary/treasurer and another selected by the chair).

Meetings are held as needed during the year.

Meetings are eligible for a per diem as provided for by board resolution.

The Committee's responsibilities include:

- A. Evaluation of the Executive
- B. Oversee MCIT's Salary and Benefits
- C. Assist the Executive Director
- D. Grievances

ITEM # Cty Bd #8

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Swanson, Jack ▼	Commissioner ▼	Dec ▼ 27 ▼ 2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
Local Government Innovation Forums

***Background (Provide sufficient detail of the subject):**
Commissioner Swanson has submitted information on the Local Government Information Forums.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

ITEM # Cty Board 9
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
<input type="text"/>	<input type="text"/>	Dec	27	2011

***Subject Title (As it will appear on the agenda):**
 Committee Reports

***Background (Provide sufficient detail of the subject):**
 Commissioners Phillipe and Swanson have submitted committee reports for Board 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)

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: Jeff Pelowski, Interim Coordinator

Glenda A. Phillippe
Roseau County Board

December 2011 Committee Report

December 5 - December 7 – AMC Conference – Minneapolis, MN

Attended annual AMC conference.

December 12 – Warroad City Council – Warroad, MN

Council approved the 2012 city budget and tax levy of 5.15%.

December 12 – Warroad School Board – Warroad, MN

Board approved a 3.33% levy reduction. Meetings with architectural firms for building renovations scheduled in December and January.

December 13 – DWI Court – Roseau, MN

Graduation.

December 13 – Ditch Tax – Roseau, MN

Met with Auditor Martie Monsrud to review ditch balances and to set levies.

December 13 – Roseau County Board – Roseau, MN

Regularly-scheduled meeting.

December 13 - Truth in Taxation – Roseau, MN

Two constituents – with queries - in attendance. Al Heim fielded questions.

December 14 – Trusight Presentation – Roseau, MN

George Gmach presentation.

December 14 – Warroad Watershed Board – Warroad, MN

Awarded a BWSR 2012 Grant: \$37,446; 25%+ match required; county's requested match may be \$11,000; deadline March 1 to file matching fund submission. Focus of the project: to quantify the amount of sediment contributed to the Warroad River from overland sources in its watershed.

December 15 – Roseau County Social Services – Roseau, MN

COW

December 19 – Roseau County Committee on Aging – Roseau, MN

Senior Medical Travel: 201 trips in November – highest number of trips in 2011; program ridership is growing; however, private pays are not paying full amount; discussion regarding health of program and ways to improve/encourage payment for rides; board members were asked to present ideas at January meeting. Jodee Haugen, Financial Assistance Supervisor/Social Services explained services and relationship between Senior Medical Travel Program and her department.

FAR North Transit: Ridership up 8.40% YTD – 2,179 over 2010; FAR North bus needs new overnight storage in Warroad (per insurance adjuster); contract with LOW renewed for 2012; discussed annual appropriations for new busses; vacation policy for drivers will change.

December 26 – Warroad City Council – Warroad, MN - No Meeting

December 27 – Roseau County Board – Roseau, MN

Regularly-scheduled meeting. Budget.

December 27 – Roseau County Highway Department – Roseau, MN

COW

JACK SWANSON COMMITTEE REPORTS

DECEMBER 14, 2011 - TRUSIGHT PRESENTATION W/ GEORGE GMACH

DECEMBER 14, 2011 - STATEWIDE RADIO BOARD FINANCE COMMITTEE
(approved funding for Motorola maintenance contract for 2012)

DECEMBER 14, 2011 - COLLABORATIVE GOVERNANCE COUNCIL (discussed
library collaborative possibilities)

DECEMBER 15, 2011 - SOCIAL SERVICES BOARD

DECEMBER 15, 2011 - STATEWIDE RADIO BOARD

DECEMBER 15, 2011 - ROSEAU SCHOOL BOARD (approved 2012 levy &
budget; heard from Rep Dan Fabian)

DECEMBER 19, 2011 - ROSEAU COUNTY COMMITTEE ON AGING (talked about
future funding for Senior Medical Travel)

DECEMBER 21, 2011 - Legislative Conference with Dan Fabian