



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

Tuesday, February 22, 2011 10:30 am

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on February, 2011 at 10:30 a.m. in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

REGULAR BOARD MEETING AGENDA

10:30 Call to Order

1. Presentation of Colors
2. Roll Call and Establishment of a Quorum
3. Approve Agenda

10:35 Citizen Comments

Members of the audience wishing to address the County Board may come forward at this time to be recognized by the Board Chair. Please state your name and address for the record. Comments are limited to five minutes. A personnel complaint against an individual County employee may not be heard initially at a Board meeting. Personnel complaints may be submitted to the Board in writing through the Coordinator's Office.

10:40 Consent Agenda

1. Proceedings
2. Step Increase for IT Administrator
3. Grade Change for Administrative Assistant
4. Grade Change for Deputy Recorder
5. Appointments to the Northwest Regional Radio Board System User Committee
6. Appointments to the Northwest Regional Radio Board System Operator's & Owners Committee
7. Veteran Services Officer Certification Training
8. 2011 Board of Appeal and Equalization Date
9. Bills

11:00 Pembina Trail RC & D Coordinator Debe Walchuk

1. Annual Update

11:30: Committee Reports

12:00 Unfinished Business

1. MarKit Contract

12:15 New Business

1. Roseau County Trailblazers 2nd Benchmark
2. Professional Service Contract w/LOW

12:30 Adjourn

To schedule an appointment with the Board, please contact the County Coordinator at 218-463-4248

County Coordinator's e-mail address: trish.klein@co.roseau.mn.us

Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

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



*Person Responsible for Request Klein, Trish	*Department	*Board Meeting Date
--	-----------------------------	--------------------------------------

***Subject Title (As it will appear on the agenda):**
 Approve Proceedings

***Background (Provide sufficient detail of the subject):**
 What follows are the 2-8-11 proceedings for Board review and 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)

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: Teresa Klein, Board Clerk

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

February 8, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, February 8, 2011 at 8:30 a.m.

CALL TO ORDER

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

APPROVAL OF AGENDA

The Highway Department added a request to Advance and Encumber 2011 funds; A committee list review was added to Old Business and a meeting with Lake of the Woods County to discuss job sharing opportunities was added to New Business.

COMMENTS AND ANNOUNCEMENTS

County Coordinator Trish Klein informed the Board that she and Benefit Administrator Patty Ignaszewski will be participating in a Public Sector Human Resource Management Certification Program offered through MCIT.

Commissioner Swanson informed the Board that he contacted Altru Administrator Shannon Carlson regarding the geo thermal installation at the new care center in Greenbush. Mr. Carlson noted that the installation of geo-thermal was in addition to a standard heating system and cost \$650,000.00. Commissioner Swanson will contact Grand Forks plumbing for another quote.

Commissioners Foldesi and Falk informed the Board that an agreement had been reached with County Attorney Karen Foss and that it was their understanding that Ms. Foss would be filing a Notice of Dismissal in the salary appeal.

CONSENT AGENDA

A motion to adopt the consent agenda was made by Commissioner Walker, seconded by Commissioner Swanson and carried unanimously.

The Board, by adoption of its consent agenda, approved proceedings from the January 25, 2011 Board meeting; approved the 2011 Citizen Corp Program Contract; accepted the State of Minnesota, Minnesota Department of Veterans Affairs County Veterans Service Office Enhancement Grant in the amount of \$18,000.00; Approved a Mass Dispensing Site Agreement between the Roseau Community School and Roseau County; Ratified the Minnesota Counties Computer Cooperative Manatron Maintenance Contract and approved the payment of bills as follows:

Warrants Approved for Payment 1/27/2011

Vendor Name
Capital Guardian Trust Co

Amount
6,630.38

Cenex Credit Cards	2,594.96
MN Energy Resources	3,576.10
Nationwide Retirement Solutions	2,180.97
Northern Counties Land Use Coord Board	2,000.00
NW MN Mentoring Program	25,000.00
NW Regional Library	91,857.00
Roseau Co Agricultural Society	15,000.00
Roseau Co Historical Society	40,000.00
Roseau Co Medical Travel	4,465.00
Roseau Co Soil & Water Cons	60,000.00
Roseau Co Trailblazers	48,737.64
Select Account-VEBA	10,254.22
Spruce Valley Corporation The	8,880.33
United Healthcare Insurance Company	4,455.14

24 Payments less than 2,000 \$10,866.88

Final Total: \$336,498.62

Warrants Approved for Payment 1/27/2011

Vendor Name	Amount
MN Energy Resources	3,453.73

2 Payments less than 2,000 \$1,156.90

Final Total: \$4,610.63

Warrants Approved for Payment 2/03/2011

Vendor Name	Amount
Greenbush City	5,812.91
Roseau City	32,641.04
Roseau River Watershed Dist	16,465.41
School Dist 2683	9,875.85
School Dist 676	8,287.52
School Dist 682	70,373.04
School Dist 690	39,387.16
Springsteel Island Sanitary District	2,122.51
Town of Lake	8,450.50
Town of Mickinock	2,336.93
Two River Watershed District	5,821.64
Warroad City	6,130.22

43 Payments less than 2,000 \$27,681.67

Final Total: \$235,386.40

Warrants Approved for Payment 2/03/2011

Vendor Name	Amount
MN Dept of Finance –Treas	3,954.50
Northern Counties Land Use Coord Board	2,000.00
NW MN Serv Coop-Blue Cross Blue Shield	32,107.50

8 Payments less than 2,000 \$3,946.09

Final Total: \$42,008.09

Warrants Approved On 2/08/2011 for Payment 2/11/2011

Vendor Name	Amount
Bond Trust Services Corp	339,849.38
Hillyard Hutchinson	2,574.90
Hoffman Dale & Swenson PLLC	2,752.00
Lifecare Medical Center	4,508.65
Mar-Kit Landfill	24,998.85
MN Dept of Corrections STS	28,495.88
MN Rural Counties Caucus	2,100.00

Montech Computers	2,402.52
Mspace Inc	18,509.85
Reuben's Body Shop Inc	2,214.99
Roseau Co Hwy Dept	5,861.26
Rosemary S Linderman	7,285.00
Simplex Grinnell LP	6,839.00
Sjoberg's Inc	2,718.20
Ziegler Inc	5,939.23

76 Payments less than 2,000 \$24,239.38
Final Total: \$481,289.09

COUNTY ATTORNEY KAREN FOSS

County Attorney Karen Foss met with the Board to request the acceptance of the resignation of Victim Services Coordinator Brittany Burkel; authorization to appoint an interim Victim Services Coordinator and to request authorization to advertise for a permanent Victim Services Coordinator. A motion to accept the resignation of Victim Services Coordinator Brittany Burkel; appoint an interim Victim Services Coordinator and authorization to fill the vacated Victim Services Coordinator position was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

HIGHWAY DEPARTMENT ENGINEERS REPORT

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

2011-02-01

BE IT RESOLVED, that the Board does hereby approve a call for bids on the following 2011 Bituminous Projects:

STATE AID PROJECT No. 068-612-022 (CSAH No. 12). Located: On CSAH #12 between CSAH #5 and TH #11, 5 miles south of Warroad. (Length: 5.905 miles).

STATE AID PROJECT No. 068-612-023 (CSAH No. 12). Located: On CSAH #12 between TH #11 and CSAH #17, 5 miles north of Roosevelt. (Length: 7.954 miles).

STATE AID PROJECT No. 68-635-05 (CSAH No. 35). Located: On CSAH #35 between CSAH #12 and TH #11, 1 mile west of Warroad. (Length: 5.744 miles).

STATE AID PROJECT No. 68-644-01 (CSAH No. 44). Located: On CSAH #44 between CSAH #5 and CSAH #35, 3 miles south of Warroad. (Length: 1.003 miles).

STATE AID PROJECT No. 068-674-008 (CSAH No. 74). Located: On CSAH #74 between TH #11 and Fourth Ave., within the city limits of Warroad. (Length: 0.778 miles)

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

2011-02-02

BE IT RESOLVED that the Board does approve a call for bids on the following 2011 Seal Coat Projects:

STATE AID PROJECT No. 068-607-017 (CSAH No. 7). Located: On CSAH #7 between CSAH #10 and CSAH #4 (Length: 9.872 miles).

STATE AID PROJECT No. 068-672-007 (CSAH No. 72). Located: On CSAH #72 between CR #120 and CSAH #24 (Length: 1.907 miles).

STATE AID PROJECT No. 068-677-005 (CSAH No. 77). Located: On CSAH #77 between 0.543 miles south of CSAH #72 and CSAH #72 (Length: 0.543 miles).

STATE AID PROJECT No. 068-678-002 (CSAH No. 78). Located: On CSAH #78 between 0.147 miles west of TH #89 and TH #89 (Length: 0.147 miles).

Engineer Ketring requested the Board approve an agreement with the Minnesota Department of Transportation to participate in the State of Minnesota Agency Agreement between the State of Minnesota Department of Transportation and Roseau County for S.P. 068-591-001; M.P. SRTS 6809(063).

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

2011-02-01

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Roseau County to accept federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, Mark Foldesi, Board Chair and Teresa Klein, County Coordinator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set for and contained in "Minnesota Department of Transportation Agency Agreement No. 98343," a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Engineer Ketring requested authorization to advance and encumber 2012 transportation funds for 2011 projects. A motion was made by Commissioner Swanson, seconded by Commissioner Foldesi and carried unanimously to adopt the following resolution:

2011-02-02

WHEREAS, the County of Roseau is planning to implement County State Aid Street project(s) in 2011 which will require State Aid funds in excess of those available in its State Aid Regular Construction Account, and

WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in the State Aid Regular Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date 2/6/2011	\$2,511,865.00
Less estimated disbursements:	
Project #68-612-22	\$1,210,729.00
Project #68-612-23	867,218.00
Project #68-635-05	1,096,757.00
Project #68-644-01	208,568.00
Project #68-607-17	218,236.00
Bond Principle (if any)	0.00
Project Finals (overruns-if any)	310,357.00
Other _____	0.00
Total Estimated Disbursements	\$3,911,865.00
Advanced Amount (amount in excess of acct balance)	\$1,400,000.00

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of Roseau in an amount up to \$1,400,000.00 in accordance with Minnesota Rules 8820.1500, Subd.9. I hereby authorize repayments from subsequent accruals to the Regular Construction Account of said County from future year allocations until fully repaid.

OLD BUSINESS

The Board discussed the purchase of a new county vehicle. The matter was deferred to Committee. The committee will report back to the Board after all quotes have been received and reviewed.

The Board discussed elected official salaries. A follow up comparable worth study has been conducted comparing Roseau County elected official compensation to 20 like sized counties. The years in office have been included in this survey. After review of the study and discussion, a motion was made by Commissioner Falk, seconded by Commissioner Swanson and carried by a 3-2 vote with Commissioners Falk, Foldesi and Swanson in favor and Commissioners Phillippe and Walker opposed to adopt the following resolution:

2011-02-03

BE IT RESOLVED, that newly elected officials salaries be re-set at:

Attorney: \$85,563.48 (Grade 14 Step C)
Auditor: \$64,189.99 (Grade 11 Step C)
Sheriff: \$70,194.04 (Grade 12 Step C)

The Board discussed the Affordable Housing Program noting that Roseau County has been a partner in the Roseau County Affordable Housing Program since it began, however the County has not financially contributed to the program since the housing market slowed. Sales are beginning to pick up and county matching funds are exhausted. The Board previously budgeted \$25,000. No action was taken.

Coordinator Klein provided the Board with information on effective meeting management. The Human Resource Committee will meet to review the suggestions.

The Board discussed quotes for re-siding the Beito building. The Board agreed to defer this to a sub-committee of the Building Committee. Representatives on this committee will be Commissioner Swanson and Commissioner Falk, Engineer Ketring, a representative from the Sheriff's Office and Social Service Director Dave Anderson will also serve on the committee.

NEW BUSINESS

Coordinator Klein addressed the Board with regard to a proposal from NeoGov which designs Performance Management software specifically for the public sector. Ms. Klein noted that this proposal will be discussed and reviewed at the next Human Resources Committee meeting. Commissioner Swanson suggested researching the performance review process with other counties before purchasing this software program. Coordinator Klein agreed and will contact Human Resource representatives from similar size counties for input.

The Board discussed the Board Committee assignments. Commissioner Foldesi has requested to serve on the Northwest Regional Development Commission Board of Directors and the Northwest Regional Development Commission. Commissioner Phillippe agreed. County Attorney Karen Foss noted that she would like to activate the Victim Services Advisory Committee. Commissioners Walker and Phillippe agreed to serve as County Commissioner delegates.

The Board discussed holding a joint meeting with Lake of the Woods County to discuss possible job sharing opportunities. In particular, Lake of the Woods is seeking Manatron property tax system training. A meeting has been scheduled for Monday, February 14, 2011 at 9:00 a.m. in the Roseau County Commissioners meeting room.

COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): AMC New Commissioner Training, 1-26 and 1-27-2011; Roseau River Watershed District, 2/2/2011; Drainage Seminar, 2/3/11; Human Resources Committee, 2/7/11.

Commissioner Foldesi reported on the following committee meeting(s); Northwest Regional Development Commission Board of Directors, 1/25/2011; Safety Training,

1/26/2011; Big Swamp meeting with Two Rivers Watershed District, 1/27/2011; Department Head Meeting, 2/1/2011; Human Resources Committee, 2/7/11.

Commissioner Phillippe reported on the following committee meeting(s): AMC New Commissioner Training, 1-26 and 1-27-2011; Department Head Meeting, 1/1/2011; Land of the Dancing Sky Area Agency on Aging, 2/2/2011.

Commissioner Swanson reported on the following committee meeting(s): AMC New Commissioner Training, 1-26 and 1-27-2011; Legislative Committee, 1-27-2011; Department Head Meeting, 2/1/2011; Roseau River Watershed District, 2/2/2011; Criminal Justice Coordinating Committee, 2/2/11; Collaborative Governance Council, 2/3/2011; Legislative Committee, 2/4/2011.

Commissioner Walker reported on the following committee meeting(s): DUI Court Graduation, 1/24/2011; Safety Training, 1/26/2011; Warroad River Watershed District, 1/26/2011; Land Utilization Program Open House, 1/27/2011; Criminal Justice Coordinating Committee, 2/2/11.

Upon motion carried, the Board adjourned the regular meeting at 12:25 p.m. The next regular meeting of the Board is scheduled for February 22, 2011 at 8:30 a.m.

Attest:

Date: _____

Teresa Klein, Board Clerk
Roseau County, Minnesota

Mark Foldesi, Chair
Board of County Commissioners
Roseau County, Minnesota

ITEM # Consent 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Feb 22 2011
--	-----------------------------------	---

***Subject Title (As it will appear on the agenda):**
 Approve Step Increase for IT Administrator

***Background (Provide sufficient detail of the subject):**
 What follows is a payroll change request for IT Administrator Chris Stauffer.

***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: Teresa Klein, Board Clerk

PAYROLL CHANGE

Name: Chris Stauffer

Board Approval Date: _____

New _____

Effective Date: 2/5/11

Address: _____

Pay Rate: \$25.53

Grade/Step: 8E

Title: Information Technology Administrator

Department: Information Tech.

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 8D
 New Grade/Step 8E

PAY RATE CHANGE: Current \$24.60 New \$25.53

SEVERANCE PAY: Vacation _____ hours @ _____ per hour \$0.00
 (Balance of _____ divided by two) Sick _____ hours @ _____ per hour \$0.00
 Comp. _____ hours @ _____ per hour _____
 Holiday _____ hours @ _____ per hour _____
TOTAL \$0.00

REASON FOR CHANGE

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

Comments: _____

Approved by: _____
Signature of Department Supervisor

_____ *Date*

ITEM # Consent 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Foldesi, Mark	*Department District 5 Commissioner	*Board Meeting Date Feb 22 2011
---	---	---

***Subject Title (As it will appear on the agenda):**
 Grade Change for Administrative Assistant

***Background (Provide sufficient detail of the subject):**
 Per the Board's request, the Administrative Assistant support position was evaluated by Trusight. The position classification follows for your review as well as a payroll change form. The position was originally classified as a grade 4. It is pointed at a grade 5.

***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: Teresa Klein, Board Clerk



EMPLOYERS ASSOCIATION, INC.

An Equal Employment Opportunity/Affirmative Action Employer

December 28, 2006

Trish Harren
Roseau County Coordinator
606 5 Avenue SW Room 180
Roseau, MN 56751-1477

Dear Trish,

You requested an evaluation for a job called Administrative Assistant in Administration. Many of the duties are similar to those of an HR Assistant. Other duties are fairly standard Administrative Assistant job content. We have rated the job as follows:

Education	Experience	Supervision Received	Responsibility for Employees	Responsibility for Assets	Contacts	Initiative	Physical Demands	Working Conditions	Analysis and Judgment	Total
D 50	C 30	D 20	A 15	C 45	D 60	C 30	B 10	A 5	C 30	295

The rating of 295 places the job in grade four.

Thank you

Sincerely,

George B. Gmach
Manager of Surveys/HR Consultant

PAYROLL CHANGE

NAME: Ann Marie Miller

BOARD APPROVAL DATE: 2/22/11

ADDRESS: _____

EFFECTIVE DATE: 2/20/11

*Check if
Address Change*

PAY RATE: 17.52

GRADE/STEP: 5B

TITLE: Confidential Administrative Assistant

DEPARTMENT: Coordinator

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:

	<i>Current</i>	Grade	<u>4</u>	Step	<u>C</u>
	<i>New</i>	Grade	<u>5</u>	Step	<u>B</u>

PAY RATE CHANGE:

	<i>Current</i>	<u>16.74</u>	<i>New</i>	<u>17.52</u>
--	----------------	--------------	------------	--------------

SEVERANCE PAY:

<i>(Balance of _____ divided by two)</i>	Vacation	_____ hours @ _____	per hour _____
	Sick	_____ hours @ _____	per hour _____
	Comp.	_____ hours @ _____	per hour _____
	Holiday	_____ hours @ _____	per hour _____
	TOTAL _____		

REASON FOR CHANGE

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

Comments: Trusight, Inc. reviewed the job description and pointed it at 325 which is mid-range of a grade 5. The position was
previously pointed at a grade 4

Approved by: _____
Signature of Department Supervisor

2/18/11
Date

Copy to Auditor's Office

Copy to Coordinator's Office

ITEM # Consent 4
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Grand, Pam	*Department	*Board Meeting Date
--	--------------------	----------------------------

***Subject Title (As it will appear on the agenda):**
 Grade Change Deputy Recorder

***Background (Provide sufficient detail of the subject):**
 The deputy recorder position was updated and evaluated by Trusight. The position was pointed at 310 which qualifies on the low end of a grade 5. The position evaluation follows as well as a 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)

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: Teresa Klein, Board Clerk

February 11, 2011

Trish Klein
 Roseau County Coordinator
 606 5 Avenue SW Room 180
 Roseau, MN 56751-1477

Dear Trish,

We were asked to review an updated job description for Deputy Recorder. We have carefully considered the job content and have the following recommendations for assigning point values.

Education		Experience		Supervision Received		Responsibility for Employees		Responsibility for Assets		Contacts		Initiative		Physical Demands		Working Conditions		Analysis and Judgment		Total
D	50	C	30	D	20	A	15	D	60	D	60	C	30	B	10	A	5	C	30	310

Education and experience are rated per the job description requirements. We believe that in addition to the qualifications pathway specified, there are other viable training grounds, including title companies.

For supervision received we assumed that the job will assume responsibility for work performed and will only in cases of serious doubt need assistance. There are no employees supervised.

Responsibility for assets includes a need for accuracy in accepting and recording documents.

Contacts are frequent and generally oriented toward exchange of facts or discussion of matters that are technical in nature. Physical demands and working conditions assume counter service and handling of files in an ordinary office environment.

Most procedures are standardized. Unusual cases requiring interpretation of rules for recording can be referred to the Recorder.

The total points are recommended as 310. Points from 301 to 350 are guided to grade 5.

Sincerely,

George B. Gmach
 Director of Compensation and Benefits
 Trusight
 763.253.9148
George.gmach@trusightinc.com

ITEM # _____
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Nelson, Gracia	*Department Emergency Management	*Board Meeting Date Feb 22 2011
--	--	---

***Subject Title (As it will appear on the agenda):**
 NW Regional Radio Board System User Committee

***Background (Provide sufficient detail of the subject):**
 Recommend Pat Novacek, Roseau Fire; Curt Ireland, LifeCare Medical; Steve Gust, Roseau County Sheriff; Tom Bukowiec, Warroad Rescue; and Mike Siems, Greenbush Police Department be appointed to the NW Regional Radio System User Committee. These representatives will advise the Regional Radio Board on policies and procedures as may be required or necessary for consistent, reliable quality radio interoperability throughout the region.

***Financial Consideration:**
 There is no funding to reimburse this committee. We have suggested that Regional User Committee's use the Emergency Management ITV to conduct a majority of their meetings.

***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: Teresa Klein, Board Clerk

ITEM # _____
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Nelson, Gracia	*Department Emergency Management	*Board Meeting Date Feb 22 2011
--	--	---

***Subject Title (As it will appear on the agenda):**
 Northwest Regional Radio Board Operator's & Owners Committee

***Background (Provide sufficient detail of the subject):**
 Recommend that Steve Gust, Roseau County Sheriff and Janice Anderson, Roseau County Jail Administrator be appointed to the NW Regional Radio Owners and Operators Committee. The committee is made up of representatives experienced in the management and operation of the local radio system who will advise the Regional Radio Board on radio matters.

***Financial Consideration:**
 There is no funding for the Owners and Operators Committee. We have suggested that the committee take advantage of the Emergency Management ITV to conduct most of their meetings.

***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: Teresa Klein, Board Clerk

ITEM # _____
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Dunn Donald	*Department Veterans Services	*Board Meeting Date Feb 22 2011
---	---	---

***Subject Title (As it will appear on the agenda):**
 Approve VSO National Certification Training

***Background (Provide sufficient detail of the subject):**
 VSO Officer Don Dunn is requesting permission to attend an out out state training. In order to qualify to apply for grants through the Department of Veteran's Affairs, a county veterans service officer must be nationally certified. The cost of the week long training including registration, travel, & expenses is approximately \$2,200. The training is provided annually in a rotating location. Roseau County receives approximately \$10,000 a year in grants through the Department of Veteran's Affairs which makes the return on investment in this training immediate.

***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: Teresa Klein, Board Clerk

ITEM # _____
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Heim, Allen	*Department Assessor	*Board Meeting Date Feb 22 2011
---	--------------------------------	---

***Subject Title (As it will appear on the agenda):**
 2011 Board of Appeal & Equalization Date

***Background (Provide sufficient detail of the subject):**
 The Department of Revenue Sets guidelines regarding the dates that the county must hold its annual Board of Appeal & Equalization Hearing. This the CBAE must be held after July 10, 2011 and before June 30, 2011. The CBAE must either be held on a Saturday or not end before 7 pm. The Board has ten days to complete its CBAE business in the event the CBAE needs to recess and reconvene. A suggested date is Wednesday, June 15th from 5-7 pm.

***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: Teresa Klein, Board Clerk

MINNESOTA ▪ REVENUE

Memo

Date: February 9, 2011

To: County Assessors
County Auditors

From: John Hagen, Director
Property Tax Division

Re: 2011 County Board of Appeal and Equalization

**Please provide a copy of this memo to the
Chairperson of the County Board of Commissioners.**

Minnesota Statutes, section 274.14, provides the framework for the County Board of Appeal and Equalization (CBAE) meeting. It states, in part, this board must meet after the second Friday in June. **For 2011, this means the CBAE must convene on any meeting day after Friday, June 10, 2011.** The CBAE cannot take any actions after June 30, 2011.

The following are other points to keep in mind, based on 2008 and 2009 law changes, when scheduling the CBAE meeting for 2011:

- The CBAE must meet on at least one meeting day. The board may meet for up to ten consecutive meeting dates (excluding Sundays), if necessary.
- The CBAE must either be held on a Saturday for one of its meeting dates or have a meeting that does not end before 7:00 p.m.
- If the CBAE requires appointments, the board must make appointments available on a Saturday or that extend at least until 7:00 p.m.
- The county auditor must keep an accurate record of the proceedings and orders of the board. This record would be the county's minutes of the meeting, which must be submitted to the Property Tax Division along with the CBAE record form (which is completed by the assessor).

Please note that the CBAE must comply with the quorum and training requirements (Minnesota Statutes, section 274.135) in place for its board members. There must be a quorum of members present at each meeting. Additionally, the CBAE must have at least one voting member who has completed Department of Revenue training and received certification at each meeting. County assessors will receive a listing of certified board members and information about any scheduled courses.

If a board attempts to convene but cannot because it does not have a quorum or trained member present, the taxpayers will be allowed to appeal to the Commissioner of Revenue so they are not disenfranchised. Pursuant to law, a fee of \$500 per tax parcel will be assessed to the county for these appeals.

If you have any questions or concerns, please contact us at proptax.questions@state.mn.us.

ITEM # Bills
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Monsrud, Martie	*Department Auditor	*Board Meeting Date Feb 22 2011
---	-------------------------------	---

***Subject Title (As it will appear on the agenda):**
 Approve Bills

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

***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: Teresa Klein, Board Clerk

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
5	DEPT				Board Of Commissioners		
2335	Assn of MN Counties 01-005-000-0000-6240			450.00			
				150.00	CTY GOV 101 - 1/26	31947	Registration/Fees/Dues 7133
				150.00	CTY GOV 101 - 1/26	31947	Registration/Fees/Dues 6127
				150.00	CTY GOV 101 - 1/26	31947	Registration/Fees/Dues 11344
2335	Assn of MN Counties			450.00	Vendor Total		
6127	Falk/Roger 01-005-000-0000-6331			150.00			
				150.00	MI-DRAINAGE MTG 2/3		Mileage & Expense
6127	Falk/Roger			150.00	Vendor Total		
1871	Foldesi/Mark S 01-005-000-0000-6331			142.29			
				64.77	MI-NWRDC MTG 1/25		Mileage & Expense
				23.46	MI-SAFETY MTG 1/26		Mileage & Expense
				7.14	MI-BIG SWAMP MTG 1/27		Mileage & Expense
				23.46	MI-HR MTG 2/7		Mileage & Expense
				23.46	MI-CO BRD MTG 2/8		Mileage & Expense
1871	Foldesi/Mark S			142.29	Vendor Total		
11344	Klein/Teresa 01-005-000-0000-6331			397.80			
				397.80	MI-NEW COM TRAIN 1/25-27		Mileage & Expense
11344	Klein/Teresa			397.80	Vendor Total		
7020	Mapced 01-005-000-0000-6240			150.00			
				150.00	2011 MAPCED DUES	277	Registration/Fees/Dues
7020	Mapced			150.00	Vendor Total		
5	DEPT Total:			1,290.09	Board Of Commissioners	5 Vendors	11 Transactions
6	DEPT				Personnel/Safety		
7104	Dougs Supermarket - Roseau 01-006-000-0000-6410			46.04			
				46.04	FOOD J HANSON PARTY		Supply-Refreshments

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
7104	Dougs Supermarket - Roseau			46.04	Vendor Total		
2082	Trusight			745.00			
	01-006-000-0000-6270			165.00	REF & BACKGROUND-S NOVAK	206121	Professional Services
	01-006-000-0000-6270			580.00	COMP PROJECT	206230	Professional Services
2082	Trusight			745.00	Vendor Total		
6	DEPT Total:			791.04	Personnel/Safety	2 Vendors	3 Transactions
25	DEPT				Law Library		
6178	Marco			20.00			
	01-025-000-0000-6231			20.00	COPIER MAINT-LAW LIBRARY	667554	Photocopier Maint
6178	Marco			20.00	Vendor Total		
4462	Mariposa Publishing			59.41			
	01-025-000-0000-6405			59.41	2011 MN SECY HANDBOOK	666758	Office Supplies
4462	Mariposa Publishing			59.41	Vendor Total		
1092	West Group Payment Center			583.00			
	01-025-000-0000-6405			583.00	WEST PATRON ACCESS	822190452	Office Supplies
1092	West Group Payment Center			583.00	Vendor Total		
25	DEPT Total:			662.41	Law Library	3 Vendors	3 Transactions
41	DEPT				Auditor		
6916	Docu Shred Inc			25.25			
	01-041-000-0000-6801			25.25	SHREDDING 2/4	10744	Misc Expense
6916	Docu Shred Inc			25.25	Vendor Total		
1137	Minnesota's Bookstore			251.16			
	01-041-000-0000-6405			251.16	2010 STATUTES-AUDITOR		Office Supplies
1137	Minnesota's Bookstore			251.16	Vendor Total		
1072	Quality Printing			95.12			
	01-041-000-0000-6405			95.12	ENVELOPES	6801	Office Supplies
1072	Quality Printing			95.12	Vendor Total		
41	DEPT Total:			371.53	Auditor	3 Vendors	3 Transactions
53	DEPT				Treasurer		
1265	Girard's Business Solutions Inc			279.11			

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
	01-053-000-0000-6305			279.11	NEW SIGNATURE PLATE	87456	Rep & Maint-Mach & Equip
1265	Girard's Business Solutions Inc			279.11	Vendor Total		
6178	Marco			27.84			
	01-053-000-0000-6231			27.84	COPIER MAINT-TREASURER	660434	Photocopier Maint
6178	Marco			27.84	Vendor Total		
1137	Minnesota's Bookstore			125.58			
	01-053-000-0000-6405			125.58	2010 STATUTES-TREASURER		Office Supplies
1137	Minnesota's Bookstore			125.58	Vendor Total		
53	DEPT Total:			432.53	Treasurer	3 Vendors	3 Transactions
55	DEPT				Assessor		
6178	Marco			25.00			
	01-055-000-0000-6231			25.00	COPIER MAINT-ASSESSOR	673225	Photocopier Maint
6178	Marco			25.00	Vendor Total		
1279	Multi Office Products Inc			38.46			
	01-055-000-0000-6405			38.46	VERSADATER	30686	Office Supplies
1279	Multi Office Products Inc			38.46	Vendor Total		
55	DEPT Total:			63.46	Assessor	2 Vendors	2 Transactions
63	DEPT				Information Technology		
9126	CDW Government Inc			1,252.75			
	01-063-000-0000-6662			1,182.98	PROMISE RAID HD	WGT3980	Capital Outlay-Computer Equipment
	01-063-000-0000-6486			69.77	E-SAS CABLE	WHS5915	Electronics
9126	CDW Government Inc			1,252.75	Vendor Total		
5779	Dell Marketing LP			2,375.16			
	01-063-000-0000-6662			381.88	2 DELL 19" MONITORS-STACY AUDT	XF6W22124	Capital Outlay-Computer Equipment
	01-063-000-0000-6662			780.86	COMPUTER-STACY AUDITOR	XF71NXJN5	Capital Outlay-Computer Equipment
	01-063-000-0000-6662			1,212.42	DELL LATITUDE-K FOSS ATTN	XF72DFW53	Capital Outlay-Computer Equipment
5779	Dell Marketing LP			2,375.16	Vendor Total		
1610	Frank's Tv Repair			30.94			

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
	01-063-000-0000-6486			30.94	BNC CABLES		Electronics
1610	Frank's Tv Repair			30.94	Vendor Total		
11937	MN Office of Enterprises Tech			775.00			
	01-063-000-0000-6226			625.00	COLB PROG CHGS-JAN 11	11010332	Mnet Collaboration
	01-063-000-0000-6226			150.00	SPAM FILTERING-JAN	11010539	Mnet Collaboration
11937	MN Office of Enterprises Tech			775.00	Vendor Total		
63	DEPT Total:			4,433.85	Information Technology	4 Vendors	8 Transactions
91	DEPT				County Attorney		
6178	Marco			66.66			
	01-091-000-0000-6231			66.66	COPIER MAINT-ATTN	673226	Photocopier Maint
6178	Marco			66.66	Vendor Total		
4462	Mariposa Publishing			10.93			
	01-091-000-0000-6801			10.93	SALES TAX ON SEC HANDBOOKS	667551	Misc Expense
4462	Mariposa Publishing			10.93	Vendor Total		
1137	Minnesota's Bookstore			251.15			
	01-091-000-0000-6405			251.15	2010 STATUTES-ATTN		Office Supplies
1137	Minnesota's Bookstore			251.15	Vendor Total		
3851	MN County Attorneys Assn			205.00			
	01-091-000-0000-6240			205.00	2011 NEW PROSECUTOR TRAINING	18099330	Registration/Fees/Dues
3851	MN County Attorneys Assn			205.00	Vendor Total		
1401	Quill Corporation			82.32			
	01-091-000-0000-6405			76.99	OFFICE SUPPLIES	1971833	Office Supplies
	01-091-000-0000-6405			5.33	OFFICE SUPPLIES	2050728	Office Supplies
1401	Quill Corporation			82.32	Vendor Total		
1092	West Group Payment Center			293.90			
	01-091-000-0000-6801			293.90	CRIM LAW HANDBOOKS (X2)	822294324	Misc Expense
1092	West Group Payment Center			293.90	Vendor Total		
91	DEPT Total:			909.96	County Attorney	6 Vendors	7 Transactions

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
101	DEPT				Recorder		
6178	Marco			20.00			
	01-101-000-0000-6231			20.00	COPIER MAINT-RECORDER	668689	Photocopier Maint
6178	Marco			20.00	Vendor Total		
1137	Minnesota's Bookstore			125.58			
	01-101-000-0000-6405			125.58	2010 STATUTES-RECORDER		Office Supplies
1137	Minnesota's Bookstore			125.58	Vendor Total		
101	DEPT Total:			145.58	Recorder	2 Vendors	2 Transactions
196	DEPT				Buildings And Grounds		
7290	Comstock Custom Mowing & Sno			9,922.50			
	01-196-000-0000-6316			7,560.00	SNOW REMOVAL-JAN 11 LOTS	267	Rep & Maint-Bldg & Grounds
	01-196-000-0000-6316			2,362.50	SNOW REMOVAL-JAN 11 SIDE	268	Rep & Maint-Bldg & Grounds
7290	Comstock Custom Mowing & Sno			9,922.50	Vendor Total		
196	DEPT Total:			9,922.50	Buildings And Grounds	1 Vendors	2 Transactions
201	DEPT				Sheriff		
2002	Altru Health System-Roseau			137.00			
	01-201-000-0000-6270			137.00	HAUGER 800000902 PHYSICAL	1506937	Professional Services
2002	Altru Health System-Roseau			137.00	Vendor Total		
1225	Coast True Value			3.83			
	01-201-000-0000-6580			3.83	UNIT 2404 WINDSHIELD FLUID	A125188	Repair Parts-Vehicles
1225	Coast True Value			3.83	Vendor Total		
1698	Culligan			13.00			
	01-201-000-0000-6801			13.00	BOTTLED WATER-JAN 11		Misc Expense
1698	Culligan			13.00	Vendor Total		
5867	Farmers Union Oil Co-Badger			167.35			
	01-201-000-0000-6561			167.35	FUEL FOR SQUADS-JAN 11		Gas & Oil-County Vehicles
5867	Farmers Union Oil Co-Badger			167.35	Vendor Total		
5305	Farmers Union Oil Co-Warroad			426.50			
	01-201-000-0000-6561			426.50	FUEL FOR SQUADS-JAN 11		Gas & Oil-County Vehicles

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
5305	Farmers Union Oil Co-Warroad			426.50	Vendor Total		
5670	Fleet Supply			75.85			
	01-201-000-0000-6801			75.85	RECOVERY STRAP	31	Misc Expense
5670	Fleet Supply			75.85	Vendor Total		
1727	Holiday Inn Duluth			156.46			
	01-201-000-0000-6336			156.46	JOA CONF 2/8	68175	Hotel & Meals
						11938	
1727	Holiday Inn Duluth			156.46	Vendor Total		
6797	Law Enforcement Training Service			120.00			
	01-201-000-0000-6172			60.00	CIVIL PROCESS STREET OFFICERS		Tuition & Education
						2608	
	01-201-000-0000-6172			60.00	CIVIL PROCESS STREET OFFICERS		Tuition & Education
						6941	
6797	Law Enforcement Training Service			120.00	Vendor Total		
1137	Minnesota's Bookstore			251.15			
	01-201-000-0000-6405			251.15	10 STATUTES-SHERIFF		Office Supplies
1137	Minnesota's Bookstore			251.15	Vendor Total		
1279	Multi Office Products Inc			28.89			
	01-201-000-0000-6405			28.89	ENDORSEMENT STAMP	30650	Office Supplies
1279	Multi Office Products Inc			28.89	Vendor Total		
1215	Northern Resources Cooperative			2,704.14			
	01-201-000-0000-6561			2,695.97	FUEL FOR SQUADS-JAN		Gas & Oil-County Vehicles
	01-201-000-0000-6580			3.30	UNIT 2502 WASHER FLUID		Repair Parts-Vehicles
	01-201-000-0000-6580			4.87	UNIT 8403 STARTING FLUID		Repair Parts-Vehicles
1215	Northern Resources Cooperative			2,704.14	Vendor Total		
1431	Northland Tire			200.04			
	01-201-000-0000-6580			200.04	UNIT 2502 2 TIRES	223237	Repair Parts-Vehicles
1431	Northland Tire			200.04	Vendor Total		
4235	Olson/Andrea			100.00			
	01-201-000-0000-6270			100.00	UNIT 2701 DETAILING		Professional Services
4235	Olson/Andrea			100.00	Vendor Total		

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
1458	Pamida Stores Operation Co Llc 01-201-000-0000-6405			159.97 159.97	OFFICE SUPPLIES	29307185,07192	Office Supplies
1458	Pamida Stores Operation Co Llc			159.97	Vendor Total		
6361	Reuben's Body Shop Inc 01-201-000-0000-6580			4,690.01 4,690.01	UNIT 2901 BODY REPAIR	877394	Repair Parts-Vehicles
6361	Reuben's Body Shop Inc			4,690.01	Vendor Total		
1829	Roseau City 01-201-000-0000-6356			284.28 284.28	DOG POUND FEES-JAN 11	2102011001	Misc-Serv & Charges
1829	Roseau City			284.28	Vendor Total		
2029	Roseau Co Coop Assn 01-201-000-0000-6561			1,137.09 1,137.09	FUEL FOR SQUADS-JAN 11		Gas & Oil-County Vehicles
2029	Roseau Co Coop Assn			1,137.09	Vendor Total		
6302	Super 8 Motel Bemidji 01-201-000-0000-6336			68.52 68.52	ELDER ABUSE TRAINING-2/10	312-026668	Hotel & Meals
6302	Super 8 Motel Bemidji			68.52	Vendor Total	6227	
6362	Varsity Car Wash & Detailing 01-201-000-0000-6580			25.65 25.65	SQUAD WASHES FOR JANUARY		Repair Parts-Vehicles
6362	Varsity Car Wash & Detailing			25.65	Vendor Total		
5018	Wright/Laurence 01-201-000-0000-6405			66.26 66.26	CHANGE LOCKS FOR ADM OFFICES	338	Office Supplies
5018	Wright/Laurence			66.26	Vendor Total		
201	DEPT Total:			10,815.99	Sheriff	20 Vendors	23 Transactions
204	DEPT				Jail		
2002	Altru Health System-Roseau 01-204-000-0000-6288			1,341.25 179.00	CHITMANY 80000902	1248532	Serv-Prisoner Medical
	01-204-000-0000-6288			152.00	CHITMANY 80000902	1389630	Serv-Prisoner Medical
	01-204-000-0000-6288			152.00	BEGSHISWON 80000902	1419622	Serv-Prisoner Medical
	01-204-000-0000-6288			152.00	MORAN 80000902	1498380	Serv-Prisoner Medical

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
	01-204-000-0000-6288		346.25	WAYNE B 100092597	7265682	Serv-Prisoner Medical
	01-204-000-0000-6288		158.00	SOMASK 100108013	7487129	Serv-Prisoner Medical
	01-204-000-0000-6288		202.00	JONES 100110803	7532713	Serv-Prisoner Medical
2002	Altru Health System-Roseau		1,341.25	Vendor Total		
7390	American Institutional Supply		75.99			
	01-204-000-0000-6459		75.99	JAIL SUPPLIES	61567	Supply-Jail
7390	American Institutional Supply		75.99	Vendor Total		
1698	Culligan		52.00			
	01-204-000-0000-6801		52.00	BOTTLED WATER JAIL - JAN 11		Misc Expense
1698	Culligan		52.00	Vendor Total		
2705	Dental Health Offices		111.00			
	01-204-000-0000-6288		111.00	PRISONER DENTAL	13799	Serv-Prisoner Medical
2705	Dental Health Offices		111.00	Vendor Total		
12251	Ecolab Pest Elimination Div.		112.22			
	01-204-000-0000-6200		112.22	PEST CONTROL	5914240	Services
12251	Ecolab Pest Elimination Div.		112.22	Vendor Total		
2599	Lifecare Medical Center-Home Ca		611.07			
	01-204-000-0000-6288		611.07	SERV: JAN 11		Serv-Prisoner Medical
2599	Lifecare Medical Center-Home Ca		611.07	Vendor Total		
1103	Mattson Pharmacy Inc		1,410.87			
	01-204-000-0000-6288		1,410.87	PRISONER MEDS - JAN 11		Serv-Prisoner Medical
1103	Mattson Pharmacy Inc		1,410.87	Vendor Total		
6190	Mlynar/Alyssa		228.49			
	01-204-000-0000-6335		140.71	TRANSPORT TRF-1/27		Prisoner Transport/Matron
	01-204-000-0000-6335		87.78	TRANSPORT MOORHEAD 1/31		Prisoner Transport/Matron
6190	Mlynar/Alyssa		228.49	Vendor Total		
7081	TW Vending Inc		2,479.74			

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
	01-204-000-0000-6458			1,979.74	CANTEEN ITEMS FOR INMATES	18669	Supply-Prisoner Canteen
	01-204-000-0000-6458			500.00	MONTHLY LEASE-JAN 11	18697	Supply-Prisoner Canteen
7081	TW Vending Inc			2,479.74	Vendor Total		
2191	U Save Foods			4.19			
	01-204-000-0000-6459			4.19	JAIL SUPPLIES	11511204	Supply-Jail
2191	U Save Foods			4.19	Vendor Total		
3946	Us Food Service Inc			27.30			
	01-204-000-0000-6459			27.30	SUPPLIES	3563027	Supply-Jail
3946	Us Food Service Inc			27.30	Vendor Total		
204	DEPT Total:			6,454.12	Jail	11 Vendors	19 Transactions
216	DEPT				Sex Offender Program		
1365	Americinn Roseau			445.90			
	01-216-000-0000-6270			151.42	LODGING C OSTBY HEARING 1/18	3185	Professional Services
	01-216-000-0000-6270			147.24	LODGING C OSTBY HEARING 1/18	3187	Professional Services
	01-216-000-0000-6270			147.24	LODGING C OSTBY HEARING 1/18	3188	Professional Services
1365	Americinn Roseau			445.90	Vendor Total		
5573	Msop-Mn Sex Offender Program-I			2,000.80			
	01-216-000-0000-6270	P		1,016.80	MSOP - D CONARD 12/01/2010 12/31/2010		Professional Services
	01-216-000-0000-6270	P		984.00	MSOP - W SARGENT 12/01/2010 12/31/2010		Professional Services
5573	Msop-Mn Sex Offender Program-I			2,000.80	Vendor Total		
216	DEPT Total:			2,446.70	Sex Offender Program	2 Vendors	5 Transactions
501	DEPT				Culture/Parks/And Recreation		
6255	Kjersten/Rod			100.00			
	01-501-000-0000-6338			100.00	NW LIB BRD MTG-1/20		Committee Expense
6255	Kjersten/Rod			100.00	Vendor Total		
501	DEPT Total:			100.00	Culture/Parks/And Recreation	1 Vendors	1 Transactions
610	DEPT				Consolidated Conservation Development		
2467	Roseau Co Hwy Dept			1,445.00			

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
	01-610-000-0000-6317			1,445.00	SERV: JAN 11	CON CON	Rep & Maint-Other
610	2467 Roseau Co Hwy Dept			1,445.00	Vendor Total		
	DEPT Total:			1,445.00	Consolidated Conservation Development	1 Vendors	1 Transactions
611	DEPT				Conservation Of Natural Resource		
	1281 Pro-West & Associates Inc			67.50			
	01-611-000-0000-6274			67.50	GIS SERV-JAN 11	11020313	Gis Service
611	1281 Pro-West & Associates Inc			67.50	Vendor Total		
	DEPT Total:			67.50	Conservation Of Natural Resource	1 Vendors	1 Transactions
840	DEPT				General Fund Unallocated		
	1698 Culligan			45.50			
	01-840-000-0000-6801			32.50	5 BOTTLES - CTHSE 2/11		Misc Expense
	01-840-000-0000-6801			13.00	2 BOTTLES - COMM 2/11		Misc Expense
	1698 Culligan			45.50	Vendor Total		
	1057 Tribune/The			104.72			
	01-840-000-0000-6241			9.52	JUV TRACKER AD 1/26	1140	Publishing
	01-840-000-0000-6241			59.50	BRD PROCEED 1/11	1141	Publishing
	01-840-000-0000-6241			35.70	SUMM OPER BUDGET 2/2	1141	Publishing
840	1057 Tribune/The			104.72	Vendor Total		
	DEPT Total:			150.22	General Fund Unallocated	2 Vendors	5 Transactions
1	Fund Total:			40,502.48	Revenue		99 Transactions

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		
5067	Byfuglien Trucking Co Inc 02-310-000-0000-6530			75.00 75.00	FRT CHGS - SIGNS 022211		Traffic Signs,Posts
5067	Byfuglien Trucking Co Inc			75.00	Vendor Total		
310	DEPT Total:			75.00	Highway Maintenance	1 Vendors	1 Transactions
320	DEPT				Highway Construction		
6452	Houston Engineering 02-320-000-0000-6270			200.00 200.00	BR DECK REHAB--CENTER ST022211		Professional Services
6452	Houston Engineering			200.00	Vendor Total		
6046	Mn Dept Of Transportation 02-320-000-0000-6500			352.61 352.61	CALIBRATE EQUIP 022211		Supply-Field Engineering
6046	Mn Dept Of Transportation			352.61	Vendor Total		
320	DEPT Total:			552.61	Highway Construction	2 Vendors	2 Transactions
330	DEPT				Highway Administration		
1134	Holiday Inn St Cloud 02-330-000-0000-6336			86.53 86.53	ACS MEETING 022211		Hotel & Meals
1134	Holiday Inn St Cloud			86.53	Vendor Total		
4469	Mn Mine Safety Assn 02-330-000-0000-6240			160.00 160.00	REG-ST UP SEMINAR 022211		Registration/Fees/Dues
4469	Mn Mine Safety Assn			160.00	Vendor Total		
1279	Multi Office Products Inc 02-330-000-0000-6405			202.80 202.80	SUPPLIES 022211	30676	Office Supplies
1279	Multi Office Products Inc			202.80	Vendor Total		
330	DEPT Total:			449.33	Highway Administration	3 Vendors	3 Transactions
340	DEPT				Equipment Maintenance And Shops		
12016	Bemidji Welders Supply 02-340-000-0000-6801			54.51 54.51	WELDING SUPPLIES 022211		Misc Expense
12016	Bemidji Welders Supply			54.51	Vendor Total		
1225	Coast True Value 02-340-000-0000-6580			22.02 22.02	HWY 022211		Repair Parts

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
1225	Coast True Value			22.02			
					Vendor Total		
1428	Farmers Union Oil Co-Lk Brnsn			4,398.79			
	02-340-000-0000-6254			1,148.22	GREENBUSH SHOP LP 022211		Gas-Utilities
	02-340-000-0000-6254			507.54	STRATHCONA SHOP LP 022211		Gas-Utilities
	02-340-000-0000-6561			2,743.03	HWY 022211		Gas,Diesel,Propane
1428	Farmers Union Oil Co-Lk Brnsn			4,398.79			
					Vendor Total		
5305	Farmers Union Oil Co-Warroad			6,791.88			
	02-340-000-0000-6561			5,854.51	HWY 022211		Gas,Diesel,Propane
	02-340-000-0000-6580			15.84	HWY 022211		Repair Parts
	02-340-000-0000-6801			878.45	ROSEAU SHOP 022211		Misc Expense
	02-340-000-0000-6801			43.08	WARROAD SHOP 022211		Misc Expense
5305	Farmers Union Oil Co-Warroad			6,791.88			
					Vendor Total		
7383	Fastenal Company			41.76			
	02-340-000-0000-6801			41.76	BOLTS ETC 022211	MNROS37985	Misc Expense
7383	Fastenal Company			41.76			
					Vendor Total		
5670	Fleet Supply			170.75			
	02-340-000-0000-6580			170.75	HWY 022211		Repair Parts
5670	Fleet Supply			170.75			
					Vendor Total		
1227	Lee's Store			8.96			
	02-340-000-0000-6580			8.96	HWY 022211		Repair Parts
1227	Lee's Store			8.96			
					Vendor Total		
1006	Northern Ace Stores Inc-Gbush			1.28			
	02-340-000-0000-6580			1.28	HWY 022211		Repair Parts
1006	Northern Ace Stores Inc-Gbush			1.28			
					Vendor Total		
1419	Northern Fire Equipment Serv			761.17			
	02-340-000-0000-6801			36.25	WANNASKA SHOP 022211	11502	Misc Expense
	02-340-000-0000-6801			36.25	WARROAD SHOP 022211	11503	Misc Expense

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
	02-340-000-0000-6801			397.88	ROSEAU SHOP 022211	11504	Misc Expense
	02-340-000-0000-6801			157.09	BADGER SHOP 022211	11505	Misc Expense
	02-340-000-0000-6801			69.25	GREENBUSH SHOP 022211	11506	Misc Expense
	02-340-000-0000-6801			64.45	STRATHCONA SHOP 022211	11507	Misc Expense
1419	Northern Fire Equipment Serv			761.17	Vendor Total		
1215	Northern Resources Cooperative			14,320.34			
	02-340-000-0000-6254			1,125.65	BADGER SHOP LP 022211		Gas-Utilities
	02-340-000-0000-6254			218.92	WANNASKA SHOP LP 022211		Gas-Utilities
	02-340-000-0000-6561			12,854.46	HWY 022211		Gas,Diesel,Propane
	02-340-000-0000-6580			121.31	HWY 022211		Repair Parts
1215	Northern Resources Cooperative			14,320.34	Vendor Total		
5152	Olson's Skime Store			673.45			
	02-340-000-0000-6561			673.45	HWY 022211		Gas,Diesel,Propane
5152	Olson's Skime Store			673.45	Vendor Total		
4300	Praxair			243.95			
	02-340-000-0000-6595			243.95	WELDING SUPPLIES 022211		Shop Supply-Hwy
4300	Praxair			243.95	Vendor Total		
7305	RDO Truck Centers			35.74			
	02-340-000-0000-6580			35.74	HWY 022211		Repair Parts
7305	RDO Truck Centers			35.74	Vendor Total		
3869	Riverfront Station			3,291.82			
	02-340-000-0000-6561			3,291.82	HWY 022211		Gas,Diesel,Propane
3869	Riverfront Station			3,291.82	Vendor Total		
2029	Roseau Co Coop Assn			14,681.27			
	02-340-000-0000-6561			14,643.32	HWY 022211		Gas,Diesel,Propane

Roseau County



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

2 Road And Bridge

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
				<u>Paid On Bhf #</u>	
	02-340-000-0000-6580		37.95	HWY 022211	Repair Parts
2029	Roseau Co Coop Assn		14,681.27	Vendor Total	
7123	Titan Access Account		98.04		
	02-340-000-0000-6580		98.04	HWY 022211	Repair Parts
7123	Titan Access Account		98.04	Vendor Total	
340	DEPT Total:		45,595.73	Equipment Maintenance And Shops	16 Vendors
2	Fund Total:		46,672.67	Road And Bridge	30 Transactions
					36 Transactions

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
390	DEPT				Environmental Officer		
1279	Multi Office Products Inc 25-390-000-0000-6405			18.16 18.16	DAILY PLANNER	30540	Office Supplies
1279	Multi Office Products Inc			18.16	Vendor Total		
390	DEPT Total:			18.16	Environmental Officer	1 Vendors	1 Transactions
391	DEPT				Transfer Station/Demolandfill		
5670	Fleet Supply 25-391-000-0000-6414			361.41 156.47	MISC SUPPLIES		Shop Supply
25-391-000-0000-6561				204.94	ANTI FREEZE		Gas & Oil-County Vehicles
5670	Fleet Supply			361.41	Vendor Total		
5882	Johnson Oil Co Inc 25-391-000-0000-6561			5,976.03 5,976.03	DIESEL FUEL-JAN 11		Gas & Oil-County Vehicles
5882	Johnson Oil Co Inc			5,976.03	Vendor Total		
1215	Northern Resources Cooperative 25-391-000-0000-6254			1,564.88 1,337.98	PROPANE		Gas-Utilities
25-391-000-0000-6414				226.90	STEEL & SUPPLIES		Shop Supply
1215	Northern Resources Cooperative			1,564.88	Vendor Total		
391	DEPT Total:			7,902.32	Transfer Station/Demolandfill	3 Vendors	5 Transactions
392	DEPT				Score/Recycling		
1215	Northern Resources Cooperative 25-392-000-0000-6331			16.98 16.98	GAS		Mileage & Expense
1215	Northern Resources Cooperative			16.98	Vendor Total		
1048	Roseau Co Treasurer 25-392-000-0000-6808			29,210.00 29,210.00	KAMAR FUNDING		Kamar Expense
1048	Roseau Co Treasurer			29,210.00	Vendor Total		
392	DEPT Total:			29,226.98	Score/Recycling	2 Vendors	2 Transactions
25	Fund Total:			37,147.46	Environmental		8 Transactions

Roseau County



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

	<u>Vendor Name</u>	<u>Rpt</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>
674	DEPT		Judicial Ditch #61 (0610)		
	2467 Roseau Co Hwy Dept		101.18		
	41-674-000-0000-6317		101.18	SERV: JAN 11	DT 61 Rep & Maint-Other
	2467 Roseau Co Hwy Dept		101.18	Vendor Total	
674	DEPT Total:		101.18	Judicial Ditch #61 (0610)	1 Vendors 1 Transactions
677	DEPT		State Ditch #69 (0690)		
	2467 Roseau Co Hwy Dept		296.58		
	41-677-000-0000-6317		296.58	SERV: JAN 11	DT 69 Rep & Maint-Other
	2467 Roseau Co Hwy Dept		296.58	Vendor Total	
677	DEPT Total:		296.58	State Ditch #69 (0690)	1 Vendors 1 Transactions
678	DEPT		State Ditch #72 (0720)		
	2467 Roseau Co Hwy Dept		148.29		
	41-678-000-0000-6317		148.29	SERV: JAN 11	DT 72 Rep & Maint-Other
	2467 Roseau Co Hwy Dept		148.29	Vendor Total	
678	DEPT Total:		148.29	State Ditch #72 (0720)	1 Vendors 1 Transactions
682	DEPT		State Ditch #95 (0950)		
	2467 Roseau Co Hwy Dept		222.43		
	41-682-000-0000-6317		222.43	SERV: JAN 11	DT 95 Rep & Maint-Other
	2467 Roseau Co Hwy Dept		222.43	Vendor Total	
682	DEPT Total:		222.43	State Ditch #95 (0950)	1 Vendors 1 Transactions
840	DEPT		General Fund Unallocated		
	4481 Rinke-Noonan Law Firm		200.00		
	41-840-000-0000-6270		200.00	MONTHLY RETAIN-JAN 11	177288 Professional Services
	4481 Rinke-Noonan Law Firm		200.00	Vendor Total	
840	DEPT Total:		200.00	General Fund Unallocated	1 Vendors 1 Transactions
41	Fund Total:		968.48	Ditch	5 Transactions

Roseau County



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

72 Unorganized Townships

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
141	DEPT					
	2467 Roseau Co Hwy Dept		662.50			
	72-141-000-0000-6317		662.50	SERV: JAN 11	162-44	Rep & Maint-Other
	2467 Roseau Co Hwy Dept		662.50	Vendor Total		
141	DEPT Total:		662.50	Unorg 162-44,Jnberry-(5)	1 Vendors	1 Transactions
142	DEPT					
	2467 Roseau Co Hwy Dept		660.00			
	72-142-000-0000-6317		660.00	SERV: JAN 11	163-38	Rep & Maint-Other
	2467 Roseau Co Hwy Dept		660.00	Vendor Total		
142	DEPT Total:		660.00	Unorg 163-38,Norland-(3)	1 Vendors	1 Transactions
143	DEPT					
	2467 Roseau Co Hwy Dept		674.74			
	72-143-000-0000-6317		674.74	SERV: JAN 11	163-39	Rep & Maint-Other
	2467 Roseau Co Hwy Dept		674.74	Vendor Total		
143	DEPT Total:		674.74	Unorg 163-39,Spruce Vly-(3)	1 Vendors	1 Transactions
144	DEPT					
	2467 Roseau Co Hwy Dept		640.00			
	72-144-000-0000-6317		640.00	SERV: JAN 11	163-40	Rep & Maint-Other
	2467 Roseau Co Hwy Dept		640.00	Vendor Total		
	1048 Roseau Co Treasurer		80.05			
	72-144-000-0000-6270		80.05	2010 ELECT EXP-JADIS UNORG		Professional Services
	1048 Roseau Co Treasurer		80.05	Vendor Total		
144	DEPT Total:		720.05	Unorg 163-40,Jadis-(3)	2 Vendors	2 Transactions
146	DEPT					
	2467 Roseau Co Hwy Dept		555.00			
	72-146-000-0000-6317		555.00	SERV: JAN 11	163-44	Rep & Maint-Other
	2467 Roseau Co Hwy Dept		555.00	Vendor Total		
146	DEPT Total:		555.00	Unorg 163-44,Bloom Vly-(5)	1 Vendors	1 Transactions
72	Fund Total:		3,272.29	Unorganized Townships		6 Transactions
	Final Total:		128,563.38	108 Vendors	154 Transactions	

Roseau County

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



Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>
	1	40,502.48	Revenue
	2	46,672.67	Road And Bridge
	25	37,147.46	Environmental
	41	968.48	Ditch
	72	3,272.29	Unorganized Townships
All Funds		128,563.38	Total

Approved by,

.....

.....

ITEM # _____
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Foldesi, Mark	*Department District 5 Commissioner	*Board Meeting Date Feb 22 2011
---	---	---

***Subject Title (As it will appear on the agenda):**
 Pembina Trail Resource Conservation & Development Coordinator

***Background (Provide sufficient detail of the subject):**
 New Coordinator Debe Walchuk will meet with the Board to provide an update on the Pembina Trail Resource Conservation & Development Association. For more information on this association here is a link to their web site: <http://www.pembinatrailrcd.org/>

***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: Teresa Klein, Board Clerk

ITEM # Committee Reports
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Foldesi, Mark	*Department District 5 Commissioner	*Board Meeting Date Feb 22 2011
---	---	---

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

***Background (Provide sufficient detail of the subject):**
 What follows are committee reports from Commissioner Jack Swanson and Commissioner Glenda Phillipe.

***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: Teresa Klein, Board Clerk

Glenda A. Phillipe
Roseau County Board of Commissioners
February 2011 Committee Activity

February 1 - County Department Heads - Roseau

Chris Stauffer presented an overview of IT; ongoing projects and future projects.

February 2 - Area Agency on Aging - TRF

Bunness/Polk elected chair; Younggren/Kittson elected vice; Goodard/Legal Services presented 2011 education sessions/needs suggestions for additional classes; nutrition program short \$70,000/2012; GAP offered to promote ElderCare program in Roseau County.

February 8 - County Board - Roseau

Regularly-scheduled meeting

February 9 - Lake Township Board Meeting - Warroad

Purchasing sand for sandbags – Lake Township residents' use; bags from G. Nelson; sand stored at Town Hall; dates discussed/set for budget meeting, audit, election, annual meetings; S. Johnson culvert concerns were given to GAP.

February 14 – City Council – Warroad

Airport runway overlayment 2011 summer; L. Hardwick appointed to Northwest Regional Library Board; discussed and tabled contract with MarKit Recycling - concern about contamination statement; administrator will research; municipal services for development of Cherne Property were reviewed.

February 15 - Roseau County Social Services – Roseau

Regularly-scheduled meeting attended by all commissioners.
Minutes reflect action/discussion.

February 15 - Roseau County Highway Department – Roseau

Meeting attended by all commissioners. Minutes reflect action/discussion.

February 21 - Roseau County Committee on Aging – Roseau

February 22 – Roseau County Board – Roseau

February 23 – Warroad Watershed Board - Warroad

February 25 – Pembina Trail RC&D Annual Meeting – Red Lake Falls

February 28 – Public Health Emergency Preparedness - Roseau

JACK SWANSON COMMITTEE REPORTS

FEBRUARY 8, 2011 - COUNTY BOARD MEETING

FEBRUARY 10, 2011 - ASSOCIATION OF MINNESOTA COUNTIES FUTURES TASK FORCE (ST PAUL); discussed human services delivery and funding, and heard from former Minn House Speaker Steve Sviggum

FEBRUARY 11, 2011 - A.M.C. FUTURES TASK FORCE (ST PAUL); continued human services discussions

FEBRUARY 11, 2011 - COLLABORATIVE GOVERNANCE COUNCIL (ST PAUL); supported legislation to allow governmental entities to meet outside their jurisdiction, for the purpose of collaboration ... supported MCIT-written change to legislation clarifying liability in non-formal mutual aid agreements.

FEBRUARY 14, 2011 - KaMaR (KARLSTAD); voted to ask for county disbursement to cover liabilities for 2011, and voted to have Roseau County disburse each county's % share of Mar-Kitt purchase of KaMaR assets.

FEBRUARY 15, 2011 - SOCIAL SERVICES BOARD

FEBRUARY 15, 2011 - HIGHWAY DEPARTMENT COMMITTEE OF THE WHOLE; met w/ Lou Tasa (MnDoT).

FEBRUARY 16, 2011 - HOUSEHOLD HAZARDOUS WASTE (BAGLEY); authorized hiring committee to fill vacated position of Director Steve Dittman; and to hire a PT Technician.

FEBRUARY 17, 2011 - FLOOD COMMITTEE

FEBRUARY 21, 2011 - ROSEAU COUNTY COMMITTEE ON

ITEM # Unfinished
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Pelowski, Jeff	*Department Environmental Services	*Board Meeting Date Feb 22 2011
--	--	---

***Subject Title (As it will appear on the agenda):**
 Mar-Kit Contract

***Background (Provide sufficient detail of the subject):**
 KaMaR Joint Powers recycling venture will be terminating in March. Roseau County has negotiated with Mar-Kit to handle its recycling needs. This matter has been before the Board multiple times and is on the agenda today for action. Attached is the contract 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)

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: Teresa Klein, Board Clerk

Bruce V. Nielsen
Attorney at Law

P.O. Box 247
Lancaster, MN 56735-0247

Office (218) 762-4905
Fax (218) 762-4901

February 15, 2011

Jeff Pelowski
Environmental Office
606 5th Ave. SW #150
Roseau, MN 56751

Re: Recycling Services Contract

Dear Mr. Pelowski:

Please find enclosed for approval and execution by Roseau County, two sets of the Mar-Kit - Roseau County recycling contract with the changes you wanted.

These will need to be sent to Dale Nelson for approval by Mar-Kit after approval by Roseau County.

Let me know if you have any questions or if other changes are desired.

Sincerely,



Bruce Nielsen

BN/ch
Enc.

MAR-KIT JOINT POWERS BOARD

RECYCLING SERVICES CONTRACT

This agreement, made this _____ day of _____, 20____, between the Mar-Kit Joint Powers Board, hereinafter referred to as Mar-Kit, and Roseau County, for establishment, maintenance and servicing of recycling drop-off sites.

Mar-Kit for its part of this agreement agrees to provide:

A. Recycling containers located within Roseau County at suitable sites as follows:

5-Bin Recycling Containers:

Locations and number per location:

Roseau (2), Warroad (3 - includes one at Marvin Windows), and one each at Wannaska, Greenbush, and Badger

Acceptable Materials:

Bin-segregated Glass, Tin & Aluminum, Newspaper & Phone Books, and Plastic Bottles

Roll-off Container Locations:

One each at Marvin Windows and Polaris Industries

Acceptable Materials:

Plastic bottles

Cardboard Recycling Containers:

Locations:

One each at Warroad School, Roseau School, Roseau Courthouse, Badger School, Greenbush School

Materials:

Cardboard, Office Paper and Magazines

Magazine Collection Containers:

Containers provided to Roseau and Warroad Schools for one week in each month of May and October.

B. Periodic pick-up of the recyclable materials deposited in the container when filled as noticed by the site representative.

C. One (1) recycling sign at each site.

D. A presentation at each recycling-education outreach program put on by Roseau County.

E. A separate operating agreement in accordance with this agreement to be entered into with each Roseau County site representative.

Roseau County for its part of this agreement agrees to: Pay \$6000.00 per month to Mar-Kit for Mar-Kit's services .

It is further agreed by the parties:

Service Fee Adjustment: It is agreed by the parties hereto that the \$6000.00 per month recycling service fee is based on recycling services provided to Roseau County by the KaMaR Joint Powers Board in 2010 and if the services provided should vary by more than 10% on an annual basis during the term of this agreement, the monthly service fee shall be adjusted accordingly on a prorata basis for the following year. This adjustment shall be made on each anniversary of this agreement based on the previous years activity or as otherwise agreed to by the parties hereto.

Periodic Option to Terminate: It is further agreed that either party may terminate this agreement upon written notice given to the other party at least 90 days before the anniversary date of this agreement or within 90 days (before or after) of whenever the State of Minnesota changes the amount of SCORE dollars being paid to Roseau County by more than 10%.

Term of Agreement: Unless terminated or modified as provided herein or otherwise rendered unenforceable by circumstances beyond the control of the parties, this agreement shall continue in effect until December 31, 2015.

Notice Requirements: All notices and consents required or permitted by this Agreement must be in writing and, if mailed, shall be deemed to have been given when mailed by registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

If to Roseau County: Jeff Pelowski
Environmental Office
606 5th Ave. SW #150
Roseau, MN 56751

If to MAR-KIT: MAR-KIT Landfill Supervisor
2650 290th Ave.
Hallock, MN 56728

Mediation/Arbitration and Enforcement: In the event of a disagreement between the parties as to interpretation and/or enforcement of the terms of this agreement, each party shall select a person to represent their interests and the two shall select a neutral third party to oversee mediation of the disagreement. If mediation fails as determined by either party, the neutral third party shall arbitrarily determine the dispute. It is further agreed by the parties hereto that any final determination of the neutral third party may be enforced by either party seeking judgment in a district court of the State of Minnesota.

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Feb 22 2011
--	-----------------------------------	---

***Subject Title (As it will appear on the agenda):**
Approve Roseau County Trailblazers 2nd Benchmark

***Background (Provide sufficient detail of the subject):**
The Trailblazers are requesting the Board approve the second benchmark.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**
Sample Motion: I move the Board approve the Roseau County Trailblazers Second Benchmark and authorize the DNR to pay the Club for services rendered.

***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: Teresa Klein, Board Clerk

ITEM # New Bus #2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Foldesi, Mark	*Department District 5 Commissioner	*Board Meeting Date Feb 22 2011
---	---	---

***Subject Title (As it will appear on the agenda):**
 Professional Service Contract with Lake of the Woods

***Background (Provide sufficient detail of the subject):**
 Lake of the Woods has requested that Roseau County provide Manatron Property Tax System software training to their Auditor's Office. The Human Resource Committee met with representatives from Lake of the Woods to discuss this request. A draft contract follows. The request is for approximately 60-80 hours of training. Auditor Martie Monsrud is in support of this request.

***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: Teresa Klein, Board Clerk

PROFESSIONAL SERVICE CONTRACT

THIS AGREEMENT is made and entered into by and between the Roseau County 606 5th Ave SW Roseau, Minnesota 56751, and Lake of the Woods County, 206 SE 8th Avenue, Baudette, Minnesota 56623

RECITALS

WHEREAS, Lake of the Woods County desires to purchase Manatron property tax system training from Roseau County; and

WHEREAS, Roseau County has agreed to provide this training,

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, Roseau and Lake of the Woods Counties agree as follows:

Term and Cost of Agreement

- a. The Roseau County Auditor's Office agrees to provide Lake of the Woods County property tax system training on behalf of the County during the period commencing February 22, 2011, and terminating December 31, 2011.
 - b. For services provided, Lake of the Woods County, shall be billed the actual cost of employee time plus applicable benefits and payroll expenses as well as incidental reimbursable expenses including mileage at the current IRS rate.
 - c. Reimbursement will be paid monthly.
- 2) Services Provided:** The County shall furnish approximately 80 hours of Manatron Property Tax System training as deemed necessary by Lake of the Woods County to meet their training needs.

3.) Indemnification and Insurance

Lake of the Woods County agrees that it will defend, indemnify and hold harmless Roseau County, its officers and employees against any and all liabilities.

4.) Merger and Modification

It is understood and agreed upon that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

Any material alterations, variations, modification, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

5.) Default and Cancellation

If the Contractor fails to perform any of the provisions of the Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

This agreement may be cancelled without cause by either party upon thirty days' written notice.

6.) Nondiscrimination

During the performance of this Agreement, the parties agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

Dated this ____ day of _____, 2011

LAKE OF THE WOODS COUNTY

BY: _____

Board Chair, XXX

ATTEST: _____

John Hoscheid, Board Clerk

ROSEAU COUNTY

BY: _____

Board Chair, Mark Foldesi

ATTEST: _____

Teresa Klein, Board Clerk

Approved as to Form:

Karen M. Foss, Roseau County Attorney



NOTICE OF ANNUAL MEETING

TRI-COUNTY EMERGENCY MEDICAL SERVICES DISTRICT, INC.

DATE:

Thursday, March 24, 2011

TIME:

7:00 PM

LOCATION:

Karlstad Community Center
104 Main Street S.
Karlstad, MN 56732

THE FOLLOWING ITEMS OF INTEREST WILL BE PRESENTED AT THIS ANNUAL MEETING:

- Financial reports for 2010.
- Budget for 2011.
- Election of two Board of Directors:
 - 1 from Marshall County---3 year term---currently held by Nathan Bennett/Newfolden
 - 1 from Kittson County---3 year term---currently held by PattiJo Schmiedeberg/Lake Bronson
- Other Business
 - Discussion on plans for change to Tri-County EMS District funding.
 - Discussion on a variety of topics pertaining to the operations of the ambulance service.
 - Any other business needing to be done should be presented at this meeting.

**THIS NOTICE IS SENT TO CITY AND TOWNSHIP CLERKS ONLY.
PLEASE PASS IT ON TO YOUR ENTIRE BOARD & ENCOURAGE
REPRESENTATION FROM YOUR CITY OR TOWNSHIP.**

Refreshments and door prizes to follow meeting.





Video Conference



Public Health Update for New Local Elected Officials Orientation to Public Health

**Monday, March 28, 2011
1:00 to 3:00 p.m.**

***Roseau County Board Room
606 5th Ave SW. Room 110***

*Sponsored by the State Community Health Services Advisory Committee
(SCHSAC) and the Minnesota Department of Health (MDH)
Office of Performance Improvement*

Agenda

Opening Remarks

Edward P. Ehlinger, MD, MSPH, Commissioner of Health

Overview of Minnesota's Public Health System

Debra Burns, Director, Office of Performance Improvement, MDH

Hot Topic Presentation

“Blueprint for the Future: Strengthening the Foundation of
Local Public Health”

Allison Thrash, Office of Performance Improvement, MDH

Working with Public Health

Perspectives from Elected Officials

Dave Perkins, Olmsted County Commissioner
Susan Morris, Isanti County Commissioner

Q&A