



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

March 22, 2011

WORK SESSION AGENDA

8:30 Call to Order

8:35 Comments and Announcements

8:40 Discussion

1. Passports
2. National County Government Month

9:00 Don Dyrda, Earthloop of Fosston, LLC

1. Geo Thermal System Presentation

10:05 Review Bills

10:10 Review Agenda for Regular Board Meeting

10:15 Identify Future Work Meeting Topics

10:20 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

March 22, 2011

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on March 22, 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:

10:30 Call to Order

1. Roll Call
2. Presentation of Colors
3. Approve Agenda

10:35 Citizen Comments

Members of the audience wishing to address the County Board on an item not on the Agenda 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. Approve Proceedings
2. Approve Benefit Payout for Brittany Burkel
3. Approve Job Share Contract with Lake of the Woods
4. Approve Benefit Payout for Michael Gerdes
5. Approve Benefit Payout for Peggy Ingeman
6. Approve Benefit Payout for Victoria Hanson
7. Approve Benefit Payout for Luke Englund
8. Approve National County Government Month Proclamation
9. Accept Resignation of Dispatch/Correctional Officer
10. Approve Bills

11:00 Highway Department

11:30 Committee Reports

12:00 Unfinished Business

1. Approve Victim Services Coordinator Hire
2. Approve Victim Services Coordinator Assistant Hire

12:15 New Business

12:30 Adjourn

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Mar 22 2011
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***Subject Title (As it will appear on the agenda):**
 Approve Proceedings

***Background (Provide sufficient detail of the subject):**
 What follows are Proceedings from the March 8, 2011 Work Session and Board Meeting. The Board will review and approve.

***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

March 8, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, March 8, 2011 at 10:30 a.m.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUARUM

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

APPROVAL OF AGENDA

A motion to approve the agenda was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

CONSENT AGENDA

A motion to adopt the consent agenda was made by Commissioner Phillipe, seconded by Commissioner Swanson and carried unanimously. The Board, by adoption of its consent agenda, approved proceedings from the February 22, 2011 meeting; approved Roberts Rules of Order as the Board Meeting management system; accepted the resignation of Social Worker Julie Senum; authorized advertisement to fill the vacated Social Worker position; accepted the 2010 HSEM Operation Stonegarden Grant; approved a Contract for Purchase of Sikorski property for MnDot Tower construction; accepted an anonymous donation in the amount of \$3,500 in appreciation of the Roseau County Sheriff's Department; approved updates for the Roseau County Emergency Plan; accepted the Public Safety Interoperability Communications Grant and approved the payment of bills as follows:

Warrants Approved for Payment 2/24/2011

Vendor Name	Amount
Town of Barnett	17,109.65
Town of Barto	15,442.04
Town of Beaver	5,557.82
Town of Cedarbend	10,242.78
Town of Deer	14,862.23
Town of Dewey	8,654.08
Town of Dieter	13,898.51
Town of Enstrom	20,976.43
Town of Falun	11,340.70
Town of Golden Valley	10,381.50
Town of Grimstad	11,522.59
Town of Hereim	13,627.59
Town of Huss	11,715.49
Town of Jadis	30,338.72
Town of Lake	58,233.93
Town of Laona	22,145.96
Town of Lind	11,190.76
Town of Malung	17,891.89
Town of Mickinock	15,670.10
Town of Moose	12,134.45

Town of Moranville	31,087.10
Town of Nereson	11,446.16
Town of Palmville	5,842.57
Town of Pohlitz	4,588.40
Town of Polonia	12,306.11
Town of Poplar Grove	7,278.62
Town of Reine	5,823.34
Town of Ross	20,606.95
Town of Skagen	16,070.63
Town of Soler	10,615.66
Town of Spruce	21,807.03
Town of Stafford	14,735.73
Town of Stokes	16,236.01
Final Total:	\$511,381.53

Warrants Approved for Payment 2/24/2011

Vendor Name	Amount
Capital Guardian Trust Co	2,130.38
Hartford/The	3,294.02
Nationwide Retirement Solutions	2,180.97
Select Account-VEBA	10,504.22
4 Payments less than 2,000 \$1,422.21	
Final Total:	\$19,531.80

Warrants Approved for Payment 3/03/2011

Vendor Name	Amount
Cenex Credit Cards	2,818.02
Horner Plumbing & Excavation	14,556.85
MN Energy Resources	4,599.77
NW MN Mentoring Program	20,000.00
Prudential	3,611.00
Roseau City	3,000.00
Roseau Co Sheriff	30,904.62
Roseau Co Treasurer	17,094.51
19 Payments less than 2,000 \$11,061.20	
Final Total:	\$107,645.97

Warrants Approved On 3/08/2011 for Payment 3/11/2011

Vendor Name	Amount
Arrowhead Radio And Security	24,517.71
Aviands LLC	7,745.25
D & J Radio Sales & Service	3,420.00
Fleet Services Division	2,433.46
H & L Mesabi Inc	15,492.56
Kittson Co Auditor	34,614.87
M & R Sign Co Inc	8,066.71
Mar-Kit Landfill	22,991.40
MN Dept of Corrections	28,648.04
Msop-Mn Sex Offender Program-D 462	7,505.20
National Business Systems	2,990.23
Northland Tire	2,918.82
Power Plan	8,073.35
Roseau Fire Dept	2,344.00
Sjoberg's Inc	2,718.20
SPECTRACOM CORPORATION	38,573.00
Vanguard Appraisals, Inc	5,120.00
81 Payments less than 2,000 \$31,333.29	
Final Total:	\$249,506.09

CITIZEN COMMENTS

Jim Jenson addressed the Board with a concern regarding Commissioner Foldesi's attendance at Board Meetings. Mr. Jenson suggested that a resolution be adopted authorizing two excused absences per year from scheduled Board Meetings and that if a commissioner is absent for more than two meetings their compensation be adjusted accordingly.

HIGHWAY DEPARTMENT ENGINEERS REPORT

A motion to approve a customized training contract with Northland Community and Technical College for Safety Training of Highway Department employees was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously.

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

2011-03-01

BE IT RESOLVED, that the Board does hereby approve a contract with the Astech Corporation for the 2011 Seal Coat Projects on CSAH #7, CSAH #72, CSAH #77 and CSAH #78 in the amount of \$289,406.40.

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

2011-03-02

BE IT RESOLVED, that the Board does hereby approve a contract with Minn-Dak Asphalt for the 2011 Bituminous Projects on CSAH #12, CSAH 35, CSAH #44 and CSAH #74 in the amount of \$3,148,763.32.

COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Red River Basin Commission Joint Powers Natural Resource Board, 2/24/11; Citizens Advisory Committee for the Roseau Lake Bottom, 2/24/11; Joint Power Natural Resource Board, 2/28/11; Roseau County Historical Society – One Woman 2011 Ribbon Cutting Ceremony, 3/6/11; Northwest Regional Development Commission Transportation Committee, 3/7/11.

Commissioner Foldesi had no meetings to report.

Commissioner Phillipe reported on the following committee meeting(s): Roseau County Ethics Committee, 2/22/11; Roseau County Committee in Aging, 2/22/11; Warroad River Watershed District Board 2/23/11; Pembina Trail R C & D, 2/25/11; Public Health Committee - Emergency Preparedness, 2/28/11; Warroad City Council, 2/28/11; Roseau County Department Head meeting, 3/1/11; Roseau County Township Officers Association, 3/1/11; Roseau County Historical Society One Woman 2011 Ribbon Cutting Ceremony, 3/6/11.

Commissioner Swanson reported on the following committee meeting(s): Roseau County Ethics Committee, 2/22/11; Roseau County Economic Development Authority, 2/23/11; Statewide Radio Board, 2/24/11; Legislative Committee, 2/24/11; Legislative Committee, 2/25/11; Public Health Committee - Emergency Preparedness, 2/28/11; Flood Preparedness meeting, 2/28/11; Roseau County Department Head Meeting, 3/1/11; Regional Radio Board, 3/1/11; Roseau County Township Officers Association, 3/1/11; Roseau River Watershed District Board, 3/2/11; Criminal Justice Coordinating Committee, 3/2/11; Northern Counties Land use Coordinating Board, 3/3/11; Roseau City Council, 3/7/11.

Commissioner Walker reported on the following committee meeting(s): Warroad River Watershed District, 2/23/11; Joint Powers Natural Resource Board, 2/28/11; Roseau County Township Officers Association, 3/2/11; Roseau County Highway Department bid opening, 3/7/11.

UNFINISHED BUSINESS

The Board acknowledged Mr. Jim Jenson's concerns about Commissioner Foldesi's attendance at Board Meetings and suggested this matter be discussed at the next Ethics Committee meeting.

NEW BUSINESS

There was no new business.

Upon motion carried, the Board adjourned the regular meeting at 11:50 p.m. The next regular meeting of the Board is scheduled for March 22, 2011 at 10:30 a.m.

Attest:

Date: _____

Teresa Klein, Board Clerk
Roseau County, Minnesota

Russell Walker, Vice-Chair
Board of County Commissioners
Roseau County, Minnesota

ITEM # Consent 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Foss, Karen	*Department Attorney	*Board Meeting Date Mar 22 2011
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***Subject Title (As it will appear on the agenda):**
 Approve Benefit Payout for Brittany Burkel

***Background (Provide sufficient detail of the subject):**
 Per policy, the Benefit Payout for Brittany Burkel is \$1,318.10.

***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:
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Board Action:

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

ATTEST: Teresa Klein, Board Clerk

PAYROLL CHANGE

Name: Brittany Burkel

New Address: _____

Title: _____

Board Approval Date: _____

Effective Date: _____

Pay Rate: \$22.52

Grade/Step: _____

Department: Victim Services

Full-time Part-time Temporary

CHANGE VACATION CODE TO: _____

V1 (1-5 yrs., 4 hrs) V2 (5-10 yrs., 5 hrs) V3 (10-15 yrs., 6 hrs)

V4 (15-20 yrs., 7 hrs) V5 (over 20 yrs, 8 hrs)

GRADE/STEP CHANGE:

Current Grade/Step	_____
New Grade/Step	_____

PAY RATE CHANGE:

Current	_____	New	_____
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SEVERANCE PAY:

Vacation	<u>57.51</u> hours @	<u>22.52</u> per hour	<u>\$1,295.13</u>
Sick	<u>1.02</u> hours @	<u>\$22.52</u> per hour	<u>\$22.97</u>
Comp.	_____ hours @	_____ per hour	_____
Holiday	_____ hours @	_____ per hour	_____
TOTAL			<u>\$1,318.10</u>

(Balance of 2.04 divided by two)

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 type="checkbox"/> Anniversary Step Increase
<input checked="" 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: *Hayes M. Foss* *3/8/11*

Signature of Department Supervisor Date

ITEM # Consent 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Monsrud, Martie ▼	*Department Auditor ▼	*Board Meeting Date Mar ▼ 22 ▼ 2011 ▼
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***Subject Title (As it will appear on the agenda):**
 Service Contract

***Background (Provide sufficient detail of the subject):**
 In the Service Contract signed at the March 8th board meeting there was wording regarding State and Federal Income tax withholding that is not an applicable benefit. The contract has been changed to the correct wording. I will have a new contract for signatures at the March 22nd board meeting.

***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

SERVICE AGREEMENT

THIS AGREEMENT is made and entered into by and between the County of Roseau, Minnesota, (Roseau County), 606 5th Ave SW Roseau, Minnesota 56751, and Lake of the Woods County (LOW County), 206 SE 8th Ave., Baudette, Minnesota 56723.

RECITALS

WHEREAS, LOW County desires to purchase the services of Stacy Novak by and through Roseau County for property tax process and training and

WHEREAS, LOW County will reimburse Roseau County for services received therefrom and mileage associated with said property tax process and training;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, Roseau County and LOW County agree as follows:

1.) Term and Cost of Agreement

Stacy Novak by and through Roseau County agrees to furnish property tax process and training during the period of February 26, 2011 to April 30, 2011.

Roseau County shall be paid at a rate of \$18.94 per hour for services rendered plus all applicable benefits and payroll expenses. Roseau County shall be paid for any overtime accrued by Stacy Novak in excess of 40 hours per week (combined Roseau and LOW County hours) at a rate of one and one-half times (1.5) the rate indicated above. Roseau County shall also be entitled to reimbursement for vehicle expenses/mileage at the current IRS rate to and from the Roseau County Courthouse and LOW County Courthouse. Transportation shall be the responsibility of Stacy Novak.

2.) Services to be Provided and Locations

Stacy Novak by and through Roseau County will provide property tax process and training to the LOW County Auditor's office at the LOW County Courthouse and/or VPN.

3.) Indemnification and Insurance

LOW County agrees it will defend, indemnify and hold harmless Roseau County, or its employee against any and all liabilities, loss, costs, damages and expenses which Roseau County, or employee may hereafter sustain, incur, or be required to pay arising out of the performance of its obligations pursuant to this Agreement.

4) Merger and Modification

It is understood and agreed upon that the entire Agreement between the parties is contained herein 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, signed by all interested parties and attached to the original of this Agreement.

5) Default and Cancellation

If Stacy Novak is unable to provide the services as stated in this Agreement because of illness of other personal emergency, Roseau County, through the Auditor's office, may, upon written notice, immediately cancel this Agreement in its entirety. Further, this agreement may be cancelled without cause by either party upon ten days' written notice.

6) Subcontracting and Assignment

Roseau County and LOW County agree that they shall not enter into any subcontract for performance of the services contemplated under this Agreement without the prior written approval of all interested parties. All subcontracts, after written approval by all parties, shall be subject to such conditions and provisions as the parties may deem necessary.

7) Billing

Roseau County shall bill LOW County for services rendered and mileage accrued on a monthly basis with payments made to Roseau County within 30 days after submission.

Dated this ____ day of _____, 2011.

COUNTY OF Roseau

BY: _____
Mark Foldesi
Roseau County Board Chair

Attested By: _____
Trish Klein
Roseau County Coordinator

BY: _____

Martie Monsrud
Roseau County Auditor

BY: _____

Stacy Novak
Roseau County Deputy Auditor

COUNTY OF Lake of the Woods

BY: _____

Kenneth Moorman
Lake of the Woods County Chairman

BY: _____

John Hoscheid
Lake of the Woods Auditor

Approved as to Form:

Karen M. Foss, Roseau County Attorney

ITEM # Consent 4.5.6.7
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Pelowski, Jeff	*Department Environmental Services	*Board Meeting Date Mar 22 2011
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***Subject Title (As it will appear on the agenda):**
 Approve Benefit Payout for KaMaR Employees

***Background (Provide sufficient detail of the subject):**
 Per Policy, the Benefit Payout for KaMaR employees are as follows: Michael Gerdes \$13,058.32; Peggy Ingeman \$3,467.48; Victoria Hanson \$3,466.17 and Luke Englund \$8,831.43.

***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: Michael Gerdes

Board Approval Date: _____

Effective Date: _____

New _____

Pay Rate: \$22.99

Address: _____

Grade/Step: 6G

Title: _____

Department: KAMAR

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
 New Grade/Step

PAY RATE CHANGE: Current New

SEVERANCE PAY:	Vacation	<u>208.00</u> hours @	<u>\$22.99</u> per hour	<u>\$4,781.92</u>
<i>(Balance of 720.00 divided by two)</i>	Sick	<u>360.00</u> hours @	<u>\$22.99</u> per hour	<u>\$8,276.40</u>
	Comp.	<u> </u> hours @	<u> </u> per hour	<u> </u>
	Holiday	<u> </u> hours @	<u> </u> per hour	<u> </u>
			TOTAL	<u>\$13,058.32</u>

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 checked="" 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: Mike's sick balance payout of \$8,276.40 will be rolled into a VEBA retirement account as per policy for the non-union employee group. His vacation balance of \$4,781.92 will be paid to him.

Note: Employment terminated on March 5, 2011, as a result of the closure of the KaMaR Recycling Facility.

Approved by:  _____
 Signature of Department Supervisor

3/18/11
 Date

PAYROLL CHANGE

Name: Victoria Hanson

Board Approval Date: _____

New _____

Effective Date: _____

Address: _____

Pay Rate: \$16.28

Grade/Step: 2G

Title: _____

Department: KAMAR

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 _____
 New Grade/Step _____

PAY RATE CHANGE: Current _____ New _____

SEVERANCE PAY:	Vacation	<u>207.79</u> hours @	<u>\$16.28</u> per hour	<u>\$3,382.82</u>
<i>(Balance of 10.24 divided by two)</i>	Sick	<u>5.12</u> hours @	<u>\$16.28</u> per hour	<u>\$83.35</u>
	Comp.	_____ hours @	_____ per hour	_____
	Holiday	_____ hours @	_____ per hour	_____
			TOTAL	<u>\$3,466.17</u>

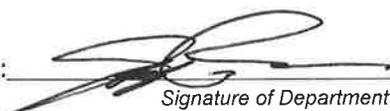
REASON FOR CHANGE

- New Employee - Hire Date: _____
- Rehire
- Address Change
- Vacation Anniversary
- Grade/Step Change
- Pay Rate Change
- Title Change
- Anniversary Step Increase
- Resignation/Termination

- Retirement
- Layoff
- Family/Medical Leave
- Return From Leave
- Reevaluation of Current Job
- Transfer
- Annual Cost of Living Adjustment
- Other _____

Comments: Victoria's sick balance payout of \$83.35 will be rolled into a VEBA retirement account as per policy for the non-union employee group. Her vacation balance of \$3,382.82 will be paid to her.

Note: Employment terminated on March 5, 2011, as a result of the closure of the KaMaR Recycling Facility.

Approved by:  _____
 Signature of Department Supervisor

3/18/11
 Date

PAYROLL CHANGE

Name: Luke Englund
 New _____
 Address: _____

 Title: _____

Board Approval Date: _____
 Effective Date: _____
 Grade/Step: 4G
 Pay Rate: 19.31
 Department: KAMAR

Full-time Part-time Temporary

Change Vacation Code To:

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

Grade/Step Change:

Current Grade/Step _____ New Grade/Step _____

Pay Rate Change:

Current _____ New _____

Severance Pay:

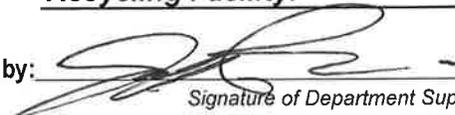
	Vacation	<u>208.00</u> hours @	<u>\$19.31</u> per hour	<u>\$4,016.48</u>
(Balance of 498.70 divided by two)	Sick	<u>249.35</u> hours @	<u>\$19.31</u> per hour	<u>\$4,814.95</u>
	Comp.	_____ hours @	_____ per hour	<u>\$0.00</u>
	Holiday	_____ hours @	_____ per hour	_____
			TOTAL	<u>\$8,831.43</u>

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 type="checkbox"/> Anniversary Step Increase
<input checked="" 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: Luke's sick balance payout of \$4,814.95 will be rolled into a VEBA retirement account as per policy for the non-union employee group. His vacation balance of \$4,016.48 will be paid to him.

Note: Employment terminated on March 5, 2011, as a result of the closure of the KaMaR Recycling Facility.

Approved by:  _____
 Signature of Department Supervisor

3/10/11
 Date

March 7, 2011

To: Janice Anderson

Please accept this letter as my two week notice from employment at the Roseau County Sheriff's Office. My last day of work will be March 22nd, 2011.

Thank you.

A handwritten signature in cursive script that reads "Collette Rush". The signature is written in black ink and is positioned above the printed name.

Collette Rush

ITEM # Committee Reports
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request ▼	*Department ▼	*Board Meeting Date		
		Mar ▼	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 Jack Swanson and 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**

JACK SWANSON COMMITTEES

MARCH 14, 2011 - KaMaR BOARD (KARLSTAD); agreed that Roseau County, as fiscal agent, would continue to pay ongoing bills (with the approval of the Roseau County board); will seek clarification from MCIT on the need for continuing insurance coverage.

MARCH 15, 2011 - SOCIAL SERVICES BOARD

MARCH 15, 2011 - HIGHWAY COMMITTEE; talked about road weight restrictions; talked about vehicle purchase to replace Expedition and Lumina (which are also used by commissioners to reduce mileage reimbursements).

MARCH 15, 2011 - SAFETY COMMITTEE; discussed county safety plan, and future AWAIR training

MARCH 16, 2011 - HOUSING AND REDEVELOPMENT AUTHORITY (T.R.F.)

MARCH 16, 2011 - REGIONAL RADIO BOARD (T.R.F.)

MARCH 18, 2011 - LEGISLATIVE COMMITTEE (Fabian, Stumpf)

MARCH 21, 2011 - ROSEAU COUNTY COMMITTEE ON AGING

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

March 1 – County Department Heads – Roseau

Tony Murphy, Beltrami County Administrator. Strategy Aligned Management.

March 1 – Roseau County Township Officers Association - Roseau

Russell Walker spoke on behalf of the commissioners. Brian Ketring, Martha Monsrud, and Steve Gust addressed the township officers. Officers were elected.

March 6 – One Woman 2011 – Roseau

Cut ribbon for exhibit.

March 8 – Roseau County Board – Roseau

Regularly-scheduled meeting.

March 14 – Warroad City Council – Warroad

Red Lake Tribe presented plans for a new casino/convention center/RV park on property south side of the Warroad River. Increase in utility bills was discussed. Different percentages for increments will be calculated. Tabled until March 28.

March 14 – Warroad School Board Meeting – Warroad

Plans for moving all grades to WHS building; vacating current grade school being considered. Four-day week: public discussions on March 21 and March 28.

March 15 – Roseau County Social Services – Roseau

Regularly-scheduled meeting

March 15 – Roseau County Highway Department – Roseau

Regularly-scheduled meeting

March 17 – Lake Township Board Meeting – Warroad

Elections: Incumbent Greg Boynton/chair (50); Gordy Olson (36/chair); Carol Lunos/treasurer (80); two write-ins (2). Discussed RR culverts on 313 near Warroad Estates. Phillipe met with Richard Battles after the meeting. Tentative date for new 36” culvert installation will be March 28. There will be three culverts: 30”, 36”, 36”. Once the new culvert is installed, the capacity of the culverts will be at 99% of the original capacity. All township officers were notified.

March 18 – Roseau County Committee on Aging - Roseau

Review employment applications for Senior Medical Travel coordinator with Steve Butler and Sandy Otto.

March 19 – Women in Government – Roseau

Speaker

March 21 – LDS Area Agency on Aging – Mahnomen

March 22 – Roseau County Board – Roseau

Regularly-scheduled meeting

ITEM # Unfinished Business 1

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Foss, Karen	*Department Attorney	*Board Meeting Date Mar 22 2011
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***Subject Title (As it will appear on the agenda):**
Approve hiring Maria Pahlen as Victim Services Coordinator

***Background (Provide sufficient detail of the subject):**
Maria Pahlen has been offered and accepted the job for Victim Services Coordinator pending board approval. Position will be 32 hours a week.

***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:
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Board Action:

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

ATTEST: Teresa Klein, Board Clerk

ITEM # Unfinished Business 2

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Foss, Karen	*Department Attorney	*Board Meeting Date Mar 22 2011
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***Subject Title (As it will appear on the agenda):**
Approve hiring Elizabeth Froese as Victim Services Assistant

***Background (Provide sufficient detail of the subject):**
Elizabeth Froese has been offered and accepted the job for Victim Services Coordinator Assistant pending board approval. Position will be 24 hours a week at Grade 5, Step A.

***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:
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Board Action:

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

ATTEST: Teresa Klein, Board Clerk