



**Board of Commissioners**

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

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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**July 26, 2011**

**WORK SESSION AGENDA**

- 8:30 Call to Order**
- 8:35 Comments and Announcements**
- 8:40 Discussion**
1. Human Resource Committee Recommendations
  2. Flood Plain Map Review Advisory Committee
  3. Special Legislative Session
- 10:00 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 Office e-mail address: [annmarie.miller@co.roseau.mn.us](mailto:annmarie.miller@co.roseau.mn.us)

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

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District 1, Glenda Phillipe - District 2, Jack Swanson,  
District 3, Roger Falk - District 4, Russell Walker; Vice-Chair - District 5, Mark Foldesi; Chair

An Equal Opportunity Employer

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**July 26, 2011**

## **REGULAR BOARD MEETING AGENDA**

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on July 12, 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
4. Approve Bills

**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. Adopt Revised Job Description Re-Evaluation Policy
3. Approve Support Enforcement Aide Grade Change per HR Committee Recommendation
4. Establish the Flood Plain Map Review Advisory Committee
5. Approve Revised Budget for the Roseau County Prevention Coalition

**11:10 Highway Department**

1. Approve Gravel Purchase Contract with Samuel and Lola Grafstrom
2. Approve Final Payment for DR 1830, PW 1746, CSAH 38 to Wright Construction
3. Approval Final Payment for DR 1830, PW 901, CR 119 to Wright Construction

**11:40 Unfinished Business**

**11:45 New Business**

1. August 2, 2011 Budget Meeting Format

**12:00 Committee Reports**

**12:30 Adjourn**

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



<b>*Person Responsible for Request</b> Miller, Ann Marie ▼	<b>*Department</b> Board Clerk ▼	<b>*Board Meeting Date</b> Jul ▼ 26 ▼ 2011 ▼
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**\*Subject Title (As it will appear on the agenda):**  
 Approve Proceedings

**\*Background (Provide sufficient detail of the subject):**  
 The Board will review and approve proceedings from the July 12, 2011 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)**

<b>Date Received:</b>	<b>Comments:</b>

**Board Action:**

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

**ATTEST:** Ann Marie Miller, Board Clerk

## PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

July 12, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, July 12, 2011 at 10:30 a.m.

### CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

The meeting was called to order at 10:30 a.m. by Chair Mark Foldesi. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe, Jack Swanson and Russell Walker. A quorum was established.

### APPROVAL OF AGENDA

Approval of DWI Court Program funding was added as number 10 to the Consent Agenda. Approval of forthwith payments to Rick Solberg for dam removal and to Reese Rental for ditch cleaning were added to the consent agenda. A motion to approve the amended agenda was made by Commissioner Falk, seconded by Commissioner Phillipe and carried unanimously.

### CITIZEN COMMENTS

There were no citizen comments.

### CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Falk, seconded by Commissioner Swanson and carried unanimously. The Board by adoption of its Consent Agenda approved proceedings from the June 28, 2011 and July 5, 2011 Board meetings; increased the IRS mileage reimbursement rate to 55.5 cents per mile effective July 1, 2011; authorized the County Auditor to pay claims for the purchase of fuel, gas, propane and diesel for all county owned vehicles and equipment, EXCLUDING all reimbursement for employee mileage; approved the purchase of two new boilers for the courthouse building in the amount of \$65,074.00; approved a quote from Hjelle roofing in the amount of \$25,800.00 for repairs to the Law Enforcement Center roof; approved funding eight hours per week of victim services support to be provided by the County Attorney's office during the Government shutdown; approved the Roseau County Prevention Coalition's 4<sup>th</sup> Quarter budget; approved benefit payout to Kyle Mylnar in the amount of \$8,366.57; approved the revised Mar-Kit recycling program contract; approved the DWI Court Program request for funding through conclusion of current grant cycle (September 30, 2011); approved forthwith payments to Rick Solberg for dam removal on Ditch 20 in the amount of \$200.00 and to Reese Rental for Ditch 95 cleaning in the amount of \$595.00 and approved payment of bills as follows;

#### Warrants Approved for Payment 6/30/2011

Vendor Name	Amount
MOTOROLA SOLUTIONS INC	29,087.96
NATIONWIDE RETIREMENT SOLUTIONS	2,105.97
NW MN SERV COOP-BLUE CROSS BLUE SHIELD	70,941.50
ROGER'S TWO WAY RADIO INC	61,935.39
SELECT ACCOUNT-VEBA	9,204.22
UNITED HEALTHCARE INSURANCE COMPANY	2,508.97

WARROAD PORT AUTHORITY	22,814.19
ZIEGLER INC	417,468.71
<b>10 Payments less than 2,000</b>	<b>\$6,464.57</b>
<b>Final Total:</b>	<b>\$622,531.48</b>

**Warrants Approved for Payment 7/07/2011**

<b>Vendor Name</b>	<b>Amount</b>
CENTURYLINK	3,632.63
MN DEPT OF FINANCE –TREAS	2,690.00
NW MN MENTORING PROGRAM	20,000.00
ROSEAU CITY	9,456.35

**19 Payments less than 2,000 \$7,191.79**  
**Final Total: \$42,970.77**

**Warrants Approved On 7/12/2011 for Payment 7/15/2011**

<b>Vendor Name</b>	<b>Amount</b>
BERT'S TRUCK EQUIPMENT OF MHD INC	8,175.55
FARMERS UNION OIL CO-LK BRNSN	4,545.70
FARMERS UNION OIL CO-WARROAD	6,319.84
FLEET SERVICES DIVISION	2,437.47
HOFFMAN DALE & SWENSON PLLC	3,023.00
JOHNSTON FARGO CULVERT INC	2,101.59
MAR-KIT LANDFILL	39,690.60
NORTH AMERICAN SALT COMPANY	2,400.15
NORTHERN RESOURCES COOPERATIVE	12,609.88
R & Q CONTRACTING INC	4,770.00
REGENTS OF U OF MINNESOTA	16,224.99
RIVERFRONT STATION	5,916.95
ROSEAU CITY	6,170.33
ROSEAU CO COOP ASSN	11,386.85
ROSEAU CO SOIL & WATER CONS	7,085.22
ROSEAU COUNTY FORD	26,429.60
SJOBORG'S INC	2,718.20
STONE'S MOBILE RADIO INC	13,930.49
<b>84 Payments less than 2,000</b>	<b>\$29,084.05</b>
<b>Final Total:</b>	<b>\$205,020.46</b>

**HIGHWAY DEPARTMENT**

There were no action items.

**UNFINISHED BUSINESS**

The Board discussed the current Government shutdown. All Departments are working as usual but further action will have to be taken if the shutdown continues past July 31, 2011.

The Board recommended the continuation of the monthly Sheriff's Committee meetings. Interim Coordinator Pelowski will contact the Sheriff's office to confirm scheduling.

**NEW BUSINESS**

The Board discussed whether or not to continue renting the Poultry Barn at the Fair Grounds for storage. The consensus of the Board was that there is no longer a need for this storage facility.

## COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Association of Minnesota Counties State Government Shutdown Conference Call, 7/5/11; Roseau River Watershed District, 7/6/11; Building Committee, 7/6/11; Solid Waste Planning Committee, 7/6/11; Human Resource Committee, 7/11/11.

Commissioner Foldesi reported on the following committee meeting(s): Quinn County Community Health Advisory Board, 6/29/11; Human Resource Committee, 7/11/11; Soil and Water Conservation District, 7/12/11.

Commissioner Phillipe reported on the following committee meeting(s): Warroad River Watershed District, 6/29/11; Warroad City Council, 7/11/11; Warroad School Board, 7/11/11.

Commissioner Swanson reported on the following committee meeting(s): Association of MN Counties State Government Shutdown Update, 6/29/11; Association of MN Counties Futures Task Force, 6/29 and 6/30/11; County Board Special Meeting, 7/5/11; Roseau River Watershed District, 7/6/11; Building Committee, 7/6/11; Community Justice Coordinating Committee, 7/6/11; Senator Al Franken phone call, 7/6/11; Solid Waste Planning Committee, 7/6/11; Northern Counties Land Use Coordinating Board, 7/7/11; Roseau Convention and Visitors Bureau, 7/11/11; Roseau City Council, 7/11/11; Association of MN Counties Shutdown Conference, 7/11/11.

Commissioner Walker reported on the following committee meeting(s): Association of MN Counties State Government Shutdown Conference Call, 7/5/11.

Upon motion carried, the Board adjourned the regular meeting at 11:45 p.m. The next regular meeting of the Board is scheduled for July 26, 2011 at 10:30 a.m.

Attest:

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

\_\_\_\_\_  
Ann Marie Miller, Board Clerk  
Roseau County, Minnesota

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

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



<b>*Person Responsible for Request</b> Pelowski, Jeff	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Jul 26 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Adopt Job Description Re-evaluation Policy

**\*Background (Provide sufficient detail of the subject):**  
 The Board will review the HR Committees recommendation to adopt a Job Description Re-Evaluation Policy.

**\*Financial Consideration:**

**\*Legal Consideration:**

**\*Other Consideration:**

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

**Coordinator's Office Use (Do Not Write Below)**

<b>Date Received:</b>	<b>Comments:</b>
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**Board Action:**

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

**ATTEST:** Ann Marie Miller, Board Clerk

## **JOB DESCRIPTION RE-EVALUATION POLICY**

- 1) The County Board shall review the County's pay structure plan in its entirety every 3 to 5 years.
  
- 2) If a department head determines that an employees' job description has changed, the department head may submit a written request for a re-evaluation of the position. The request shall include an explanation of the changes the department head has determined warrants a re-evaluation, the revised standard job description and/or questionnaire form, and must be submitted to the Coordinator.
  - > The Coordinator and the department head shall present the request to the Human Resources Committee.
  
  - > The Human Resources Committee shall either approve or deny the request for a re-evaluation. If the request is approved, the Coordinator shall immediately forward the request to the consultant for re-evaluation. If the request is denied, the department head may appeal the decision directly to the County Board.
  
  - > The consultant shall return the results to the Coordinator. The Coordinator shall review the results with the department head. The Coordinator and department head shall present the results to the Human Resources Committee.
  
  - > In the event the re-evaluation warrants a grade increase or decrease, the Human Resources Committee shall make a recommendation to the County Board for action.

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



<b>*Person Responsible for Request</b> Pelowski, Jeff	<b>*Department</b> Coordinator	<b>*Board Meeting Date</b> Jul 26 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Approve Support Enforcement Aide Grade Change

**\*Background (Provide sufficient detail of the subject):**  
 Trusight, Inc. has re-evaluated the position of Child Support Enforcement Aide. It is the recommendation of the HR Committee to accept the change in grade for this position.

**\*Financial Consideration:**

**\*Legal Consideration:**

**\*Other Consideration:**

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

**Coordinator's Office Use (Do Not Write Below)**

<b>Date Received:</b>	<b>Comments:</b>
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**Board Action:**

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

**ATTEST:** Ann Marie Miller, Board Clerk

July 18, 2011

Patty Ignaszewski  
 Benefits Administrator/HR Generalist  
 Roseau County  
 606 5 Avenue SW  
 Roseau, MN 56751-1477

Dear Patty,

We were asked to review an updated job description questionnaire for Support Enforcement Aide. We have carefully considered the job content and have the following recommendations for assigning point values. Highlighted factors are recommended for change. We have increased three ratings from their previous levels based on the current job documentation.

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

Knowledge and education have increased to a level consistent with requiring responsible secretarial administrative work, including preparation of calculations and spreadsheets.

Responsibility for assets has been raised because the potential for calculation errors or lack of timely follow up could result in lost payments. There is some rating compression with the Child Support Officer that is also rated at level D on this factor. The involvement of the Enforcement Aide in the financial detail justifies this rating. While the CSO has more authority for decisions, both share responsibility for accurate and timely collections efforts.

We have raised working conditions one level because of the frequency of contact with persons who may be disgruntled for one reason or another related to enforcement activities. The CSO's are also credited with this level of working conditions. The documentation stated that 20% of the time the incumbent is exposed to conversations with persons who may be angry.

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](mailto:George.gmach@trusightinc.com)

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



<b>*Person Responsible for Request</b> Miller, Ann Marie	<b>*Department</b> Board Clerk	<b>*Board Meeting Date</b> Jul 26 2011
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**\*Subject Title (As it will appear on the agenda):**  
 Establish the Flood Plain Map Review Advisory Committee

**\*Background (Provide sufficient detail of the subject):**  
 New flood plain maps have been received from FEMA. Environmental Officer Jeff Pelowski will discuss establishing a committee to review these preliminary maps.

**\*Financial Consideration:**

**\*Legal Consideration:**

**\*Other Consideration:**

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

**Coordinator's Office Use (Do Not Write Below)**

<b>Date Received:</b>	<b>Comments:</b>
-----------------------	------------------

**Board Action:**

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

**ATTEST:** Ann Marie Miller, Board Clerk

2011 FEMA Floodplain Map Revision

Advisory Committee

July 26, 2011

\_\_\_\_\_ - Roseau County Commissioner

\_\_\_\_\_ - Roseau County Commissioner

Jeff Pelowski - Roseau County Environmental Officer

Brian Ketring - Roseau County Engineer

Gracia Nelson - Roseau County Emergency Manager

Todd Miller - Roseau River Watershed Management District

Rick Battles - Warroad River Watershed Management District

Dan Money - Two River Watershed Management District

Brian Schaible - PE, Registered Land Surveyor

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



*Person Responsible for Request ▼	*Department ▼	*Board Meeting Date		
		Jul ▼	26 ▼	2011 ▼

\*Subject Title (As it will appear on the agenda):  
 Roseau County Prevention Coalition

\*Background (Provide sufficient detail of the subject):  
 A budget was submitted at the July 12, 2011 meeting to be approved for the year end of the RCPC grant. After the budget was submitted, several more payments came in that needed to be paid and an accounting error was identified on the budget. I would like to submit a revised budget for your 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: Ann Marie Miller, Board Clerk

# CHEMICAL HEALTH DIVISION FISCAL REPORT

(in Microsoft Excel address updated July 14, 2008)

Agency: Roseau County Attorney's Office  
 Address: 606 5th Ave. SE Room # 10  
Roseau, MN 56751

Program Title: Roseau County Prevention Coalition  
 Grant Contract # 439530  
 Report for quarter: 1. X 2.     3.     Final      
 Budget Year: July 1, 2010 - June 30, 2011  
(month, day, year of start date - month, day, year of end date)

Category	Budget	Q-1 Jul-Sep	Q-2 Oct-Dec	Q-3 Jan-Mar	Q-4 Apr-Jun	YTD Exp	% Exp
Salaries						-	
Fringe Benefits						-	
Contracted Services	107,912	27,368	20,200	25,344	19,992	92,904	86%
Space Costs						-	
Equipment						-	
Bonds & Insurance	5,765	5,903	144	-	-	6,047	105%
Copying						-	
Data Processing						-	
Communications	-	-				-	
In-state Travel	17,584	5,408	6,179	2,997	4,802	19,386	110%
Out-of-State Travel	8,782	8,782	-	-	-	8,782	100%
Supplies & Materials	4,149	604	1,566	797	800	3,767	91%
Evaluation	20,000	3,000	11,000	3,000	3,000	20,000	100%
Audit						-	
Other	92,698	6,394	18,033	4,912	58,954	88,293	95%
Indirect Cost						-	
<b>Total</b>	<b>256,890</b>	<b>57,459</b>	<b>57,122</b>	<b>37,050</b>	<b>87,549</b>	<b>239,180</b>	<b>93%</b>
<b>Advance</b>	<b>\$ 64,223</b>	<b>Note: Dollar amounts should be rounded to then nearest dollar.</b>					
<b>Fidelity Deductible</b>		<small>e.g. \$1.49 or less = \$1.00 and \$1.50 or more = \$2.00</small>					

Prepared by: (print) Tammie Doebler  
 Phone number: 218-386-1256  
 EMAIL: [tidoebler@centurytel.net](mailto:tidoebler@centurytel.net)

I certify that to the best of my knowledge and belief this report is correct, complete, and these expenditures were for the purpose set forth in the grant agreement.

Other revenue received: \$ \_\_\_\_\_  
 Explain: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_  
 Chairman of the Board  
 TYPED NAME: \_\_\_\_\_  
 Financial Director for Grantee

**E-mail form to:**  
[DHS.CDRreports@state.mn.us](mailto:DHS.CDRreports@state.mn.us)

DHS/CH Use Only:		DHS/CH Use Only -- Please do not write below this line			
		Document Reference No. <b>P1 H55 A3</b> _____			
		Date of Receipt ____/____/____	Document Total \$ _____	Vendor Code _____	
		Check Category <u>   </u> PW <u>   </u> WE	Scheduled Pay Date ____/____/____	PV Line # _____	
		Reference Document (if applicable) <b>H55 A3</b> _____		RQ/PO Line # _____	
		Vendor Invoice Number (30 characters)		Amount \$ _____	
		Partial / Final ____/____	Prompt Pay Date ____/____/____	PP Except _____	
		DHS/CH authorized signature	DHS FMD Authorized Signature and Date		
Date ____/____/____	Input Operator Signature and Date of Entry				