
September 13, 2011

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on September 13, 2011 at 8:30 a.m. in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

8:30 Call to Order

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

8:40 Delegations - Board Appointments

8:40 1. Northwest Regional Housing Authority, Lee Meier - Levy Review

9:00 2. Roseau County Historical Society - Annual Review

9:20 3. Roseau County Trailblazers

9:40 Consent Agenda

1. Approve Proceedings
2. Accept Resignation of Dispatch Jailer
3. Accept Resignation of Victim Services Coordinator
4. Accept Resignation of Roseau County Deputy
5. Approve Benefit Payout to Lonnie Herr
6. Approve Benefit Payout to Michael Hickey
7. Approve Revised Cell Phone Policy
8. Approve Professional Services Agreement for Consulting Services with Hildi Inc. for the Completion of GASB 45 Post Retirement Benefit Liability Analysis
9. Approve Northstar ATV Grant in Aide Reimbursement Request
10. Approve Board of Water and Soil Resource Natural Resources Block Grant

10:15 County Committee Reports

1. H.R. Committee
 - a. Uniform Hiring Policy

10:30 Department Reports

1. Auditor's Office

- a. Discuss 2012 Appropriations

2. County Attorney

- a. Law Enforcement Joint Powers Agreement
- b. Victim Services Coordinator

3. Highway Department

- a. Approve Final Payment to Knife River Materials for \$54,406.05 for SAP 68-613-19 and SAP 68-675-05

4. Sheriff's Office

- a. Approve Advertising for Part-time Deputy Position

11:30 Unfinished Business

11:30 County Board Items

1. Sidewalk Snow Removal
2. Watershed Board Appointments
3. Landscaping Cost Share at the Roseau River Watershed District Office
4. Approve 2012 Preliminary Levy
5. Approve 2012 Preliminary Budget
6. Set Budget Hearing Date
7. Committee Reports

12:30 Adjourn

ITEM # NW Reg Housing

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
		Sep	13	2011

Amount of time being requested:

*Subject Title (As it will appear on the agenda):
Northwest Regional Housing Authority Levy Review and HRA Update

*Background (Provide sufficient detail of the subject):
Lee Meier from the Northwest Minnesota Multi-County Housing and Redevelopment Authority will meet with the Board to discuss the HRA levy and HRA activities.

*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

HRA & County Projected Levy

2010 Levy Payable in 2011

	Levy Amount	Amt Rec	Committed/ Leveraged	Spent	Developers Costs-50%	Available Levy
Kittson	31,001		7,500		15,501	8,001
Marshall	32,000		7,500		16,000	8,500 *
Polk	111,861				55,931	55,931
Pennington	38,812				19,406	19,406
Red Lake	16,492				8,246	8,246
Roseau	51,062		7,500		25,531	18,031
Total	281,228	-	22,500	-	140,614	118,114

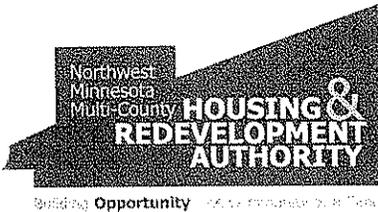
2010

Return on Investment

Potential Benefit to County	Return on Investment
740,108	24
815,334	25
327,028	3
	0
	0
296,401	6
2,178,871	8

Goals for 2010 Levy Request payable in 2011

Kittson	JW 7.5 G County housing rehab (\$336,375 and Lancaster Community Center \$403,733)
Marshall	JW 7.5G County Buyouts \$720,232 and RBEG to relocate Grain Bin Café \$95,102
Polk	Housing/Commercial rehab for city of Fosston
Pennington	Compliment current rental rehab in Goodridge and commercial rehab if needed.
Red Lake	Use program income from past grants to do additional rehab. Research additional needs and possible grant writing opportunities.
Roseau	JW 7.5G Badger-Greenbush-Roseau-Warroad housing rehab



HRA
P.O. Box 128
Mentor, MN 56736

Phone:
218-637-2431

Fax:
218-637-2433

Web:
www.nwmnhra.org

September 6, 2011

Mark Foldesi, Chair
Roseau County Commissioners
606 5th Avenue SW, Room 160
Roseau, MN 56751-1477

Dear Mr. Foldesi,

In 2008 the Northwest Minnesota Multi County HRA implemented a levy approved by the legislature. As I've indicated in the past, the goal of the HRA is to use the levy funds to add leverage to applications to various funding sources that may benefit the county and cover development costs associated with the HRA operations.

This is to bring you up to date since we last met with your board in 2010. The HRA joined with Unity Bank of Red Lake Falls to implement a homeowner rehab grant in an 8 county region. The Federal Home Loan Bank of Des Moines funded \$487,500 in 2009 to rehab 75 homes. The funding from the FHLB was matched with other revenue sources to accomplish the rehab activities in the region. The program will be completed by December 2011.

In addition, MN Housing Finance Agency has awarded \$1,347,301 in first time homebuyers bonding for our 7 northwestern MN counties. These funds will be available to local lenders who participate in the MHFA first time homebuyers program. The funding was made available April 2011 at a 4.5% interest rate.

The HRA, which was founded by Bill Seeger, has served northwestern Minnesota since 1972. For 39 years the HRA has been instrumental in creating numerous housing opportunities for the region. Such as; 637 units of Section 8 rental assistance funded by HUD and payments made directly to private/public landlords, rental and owner occupied rehabilitation increasing the value of their properties and help increase the tax base, down payment assistance that has benefited over 820 families in buying a home, development of market rate housing allowing area residents with more housing options and community development projects which have improved the living conditions for its residents.

The HRA continues to search for opportunities to improve the quality of life for our residents in the region. We look forward to working with county leaders on future projects and we thank you for allowing the HRA to hold a vital role in the housing industry for the past 39 years.

We've attached a brief overview of HRA programs operated in the region. Contact me at 218-637-2431 with questions or need additional information.

Sincerely,

Lee Meier
Executive Director

Cc: County Auditor/Administrator
HRA Board

To: Roseau County Board of Commissioners

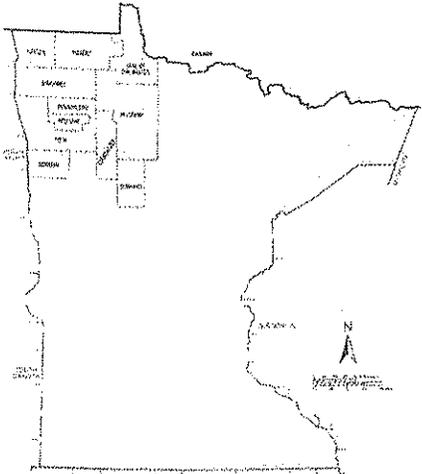
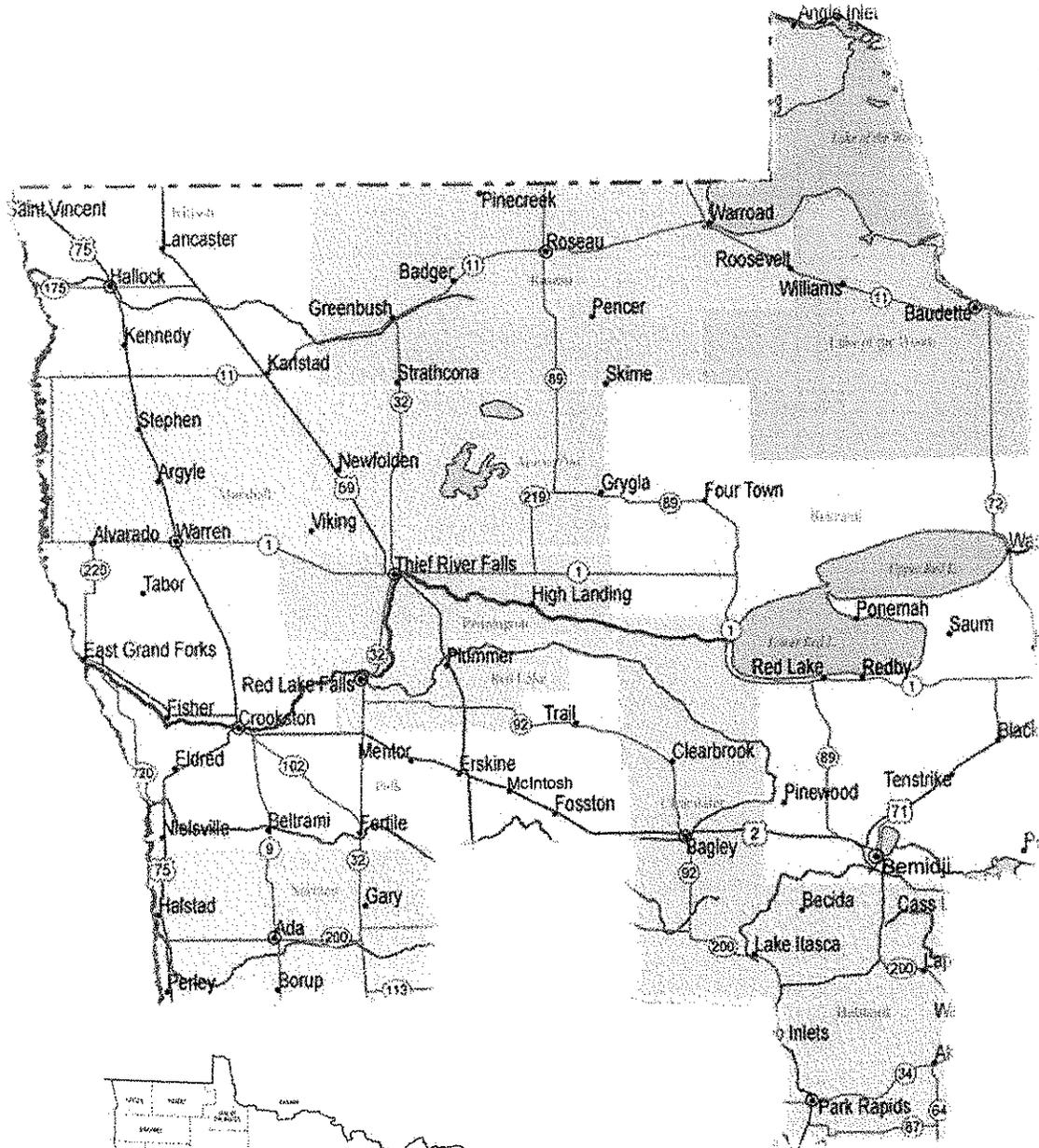
**From: Jack Swanson, Roseau County HRA Board Member
Lee Meier, HRA Executive Director**

Date: September 13, 2011

Re: HRA 2011 levy and program review

www.nwmnhra.org

Northwest Minnesota Multi-County Housing & Redevelopment Authority



*Building Opportunity...
One Community
at a Time*

**Northwest Minnesota Multi-County
Housing and Redevelopment Authority
205 Garfield Ave – PO Box 128 – Mentor, MN 56736
www.nwmnhra.org**

Our Mission

“To improve the lives of residents in our service area through affordable housing and community development.”

Our Vision

"To be an innovative leader, creating affordable housing opportunities and strengthening northwest Minnesota communities

History of the HRA

After much effort and persistence by Bill Seeger, the HRA was organized in September 1972. The area of operation included the counties of Kittson, Polk, Marshall, Pennington, and Red Lake. In September of 1973, Roseau County was added making up the present six county area of Northwestern Minnesota. In addition, we contracted with various counties to operate housing programs on their behalf.

On August 29, 1975, the HRA began with a program called Section 8 Existing Housing Rental Assistance. This program made assistance available to elderly and low-income families who live in existing standard approved rented houses or apartments. Very often these are the homes that they already occupy. We now operate over 750 units for rent assistance to low-income families in our seven county area.

In 1979 and 1980, HUD authorized the HRA to construct Public Housing units. The HRA constructed 24 scattered site three-bedroom homes and 50 units of one-bedroom elderly apartments located in Fertile, Fisher, & Climax.

In 1982, approval was received for 44 additional elderly units sited in Badger, Fosston, and Middle River. The Public Housing project differs from the Section 8 program in that the HRA actually owns the project units as opposed to private ownership. Presently the HRA owns and operates 118 Public Housing units.

The HRA also has been very active with pursuing and operating Minnesota Housing Finance Agency funds. The HRA uses MHFA funds to do numerous rental and homeowner grant programs. In addition, we have received funds for the Community Revitalization Fund program where private and public investors team with MHFA to assist with down payment to prospective homeowners.

In 1996, the HRA established a 501C4 Community Organization Development Organization to assist area residents with homeownership and create new housing opportunities for our citizens. Also, in 1997 the HRA organized a management company by creating a 501C3 for that specific purpose. The company was organized to manage the affordable rental units that were funded by essential function bonds. Summerfield Apartments, as they are called today, are located in 17 communities. Greater Minnesota Management Company has increased their portfolio other than Summerfield and manages over 600 rental units in the region.

In 2005, 2008 and 2011 the HRA also acquired and completed extensive rehab on rental properties located in Fosston, Mentor and Bagley. The HRA continues to work with cities and counties to assist with their economic and community development needs.

Resolution 5-11-2

**RESOLUTION APPROVING 2011 NORTHWEST MINNESOTA
MULTI-COUNTY HRA LEVY in ROSEAU COUNTY**

WHEREAS, the NW MN Multi-County (HRA) Board of Commissioners has determined that the availability of accessible affordable housing is a necessary component of a vital, sustainable economy in NW Minnesota; and

WHEREAS, there continues to be a substantial gap between the need for affordable housing in NW Minnesota and availability of such units; and

WHEREAS, the HRA is authorized by statute to levy an amount up to 25% of 0.0185 per cent of taxable market value, with the approval of the HRA Board of Commissioners; and

WHEREAS, the additional levy authorized by state law would provide leverage funds for other public and private sector investments in housing and economic development in NW Minnesota; and

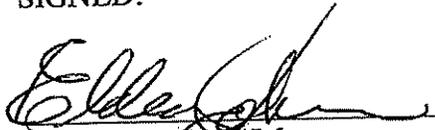
NOW, THEREFORE, BE IT RESOLVED, that for taxes payable in 2012, the HRA Board of Commissioners hereby approves the adoption of a levy of 25% of 0.0185 percent of taxable market value for the purpose of leveraging additional funds for housing and economic development activities in Roseau County;

BE IT FURTHER RESOLVED, that the NW MN Multi-County HRA will at least annually report to the Roseau County Board of Commissioners on use of levy funds.

Ayes:

Nayes:

SIGNED:


Chairman, Elden Johnson

WITNESSED:


Secretary, Kermit Genereux

Date: May 18, 2011

Equal Opportunity Employer

HRA & County Projected Levy					
2011 Levy Payable in 2012					
Levy Amount	Amt Rec	Committed/Lev eraged	Spent	Developers Costs-50%	Available Levy
Kittson	38,350	7,500		19,175	11,675
Marshall	65,274	16,000		32,637	16,637 *
Polk	125,257	10,000	-	62,629	52,629
Pennington	42,273	10,000		21,137	11,137
Red Lake	18,895	5,000		9,448	4,448
Roseau	50,287	22,500		25,144	2,644
Total	340,336	71,000	-	170,168	99,168

2011	
Return on Investment	
Potential Benefit to County	Return on Investment
	0
	0
	0
	0
	0
	0
	0
	0
0	0

Goals for 2010 Levy Request payable in 2011

Kittson	7.5 G for NWCAA grant writing-Assist businesses with rehab and energy efficiency needs.
Marshall	Grant writing 7.5G, 8.5G DEED applications for Stephen/Argyle & Marshall County
Polk	Fosston O/O & Comm. Rehab 10G
Pennington	Compliment current rental rehab in Goodridge, commercial rehab & H/O rehab when needed.
Red Lake	Research needs, possible grant writing opportunities, use with DEED program income to complete H/O rehab.
Roseau	JW 7.5G, Leverage funding for 2011 DEED, RD, MHFA and EDA applications 15G

HRA & County Projected Levy

2010 Levy Payable in 2011

	Levy Amount	Amt Rec	Committed/ Leveraged	Spent	Developers Costs-50%	Available Levy
Kittson	31,001		7,500		15,501	8,001
Marshall	32,000		7,500		16,000	8,500 *
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Polk	Housing/Commercial rehab for city of Fosston
Pennington	Compliment current rental rehab in Goodridge and commercial rehab if needed.
Red Lake	Use program income from past grants to do additional rehab. Research additional needs and possible grant writing opportunities.
Roseau	JW 7.5G Badger-Greenbush-Roseau-Warroad housing rehab

HRA & County Approved Levy 2007-2011						
Levy						
Levy Amount	Amt Rec	Committed/ Leveraged	Spent	Developers Costs	Available Levy	
Kittson	80,966	68,172	12,500	15,000	29,101	11,571
Marshall *	128,184	114,000	16,000	32,500	47,386	18,115 **
Polk	287,670	230,433	77,125	5,875	97,756	49,678
Pennington *	125,784	108,466	13,000	0	45,486	49,980
Red Lake *	46,518	40,074	0	0	17,006	23,068 **
Roseau	135,572	107,449	25,200	22,500	45,199	14,550
Total	804,694	668,594	143,825	75,875	281,933	166,961

Levy	
Return on Investment	
Potential Benefit to County	Return on Investment
1,199,050	18
1,989,765	17
327,028	1
496,680	5
0	0
1,387,963	13
5,400,486	8

* Includes 2007 Levy

**FHLB funding is included in potential benefit

NW MN Multi-County HRA
Mentor, MN

2010 Taxable Market Values

County	Value	Maximum Levy	25% of Max Levy	25% of possible assessment for:	
				\$100,000 House	\$150,000 House
Kittson	\$829,181,600	\$153,399	\$38,350	\$3.60	\$5.40
Marshall	\$1,411,326,400	\$261,095	\$65,274	\$3.60	\$5.40
Pennington	\$914,002,500	\$169,090	\$42,273	\$3.60	\$5.40
Polk	\$2,708,254,100	\$501,027	\$125,257	\$3.60	\$5.40
* Crookston	\$252,439,100	\$46,701		\$3.60	\$5.40
* East Grand Forks	\$467,536,400	\$86,494		\$3.60	\$5.40
Red Lake	\$408,540,100	\$75,580	\$18,895	\$3.60	\$5.40
Roseau	\$1,087,285,700	\$201,148	\$50,287	\$3.60	\$5.40
Totals	\$7,358,590,400	\$1,361,339	\$340,335		

4/19/2011

* Crookston and East Grand Forks amounts are not included in the Polk County value.

The calculation uses the 2008 levy rate of 0.0185 approved by the 2008 legislature

Kittson County July 2010 - June 2011

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-10	10	\$ 2,671.00
Aug-10	10	\$ 2,671.00
Sep-10	10	\$ 2,558.00
Oct-10	10	\$ 2,517.00
Nov-10	10	\$ 2,518.00
Dec-10	10	\$ 2,518.00
Jan-11	10	\$ 2,538.00
Feb-11	10	\$ 2,538.00
Mar-11	11	\$ 2,713.00
Apr-11	10	\$ 2,442.00
May-11	10	\$ 2,442.00
Jun-11	10	\$ 2,267.00
Total	121	\$ 30,393.00

Marshall County July 2010 - June 2011

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-10	38	\$ 10,202.00
Aug-10	36	\$ 9,595.00
Sep-10	38	\$ 10,060.00
Oct-10	41	\$ 10,304.00
Nov-10	38	\$ 9,156.00
Dec-10	36	\$ 8,926.00
Jan-11	34	\$ 8,497.00
Feb-11	35	\$ 9,157.00
Mar-11	36	\$ 9,254.00
Apr-11	35	\$ 9,450.00
May-11	35	\$ 9,162.00
Jun-11	33	\$ 8,978.00
Total	435	\$ 112,741.00

Pennington County July 2010 - June 2011

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-10	202	\$ 58,899.00
Aug-10	199	\$ 57,923.00
Sep-10	201	\$ 58,658.00
Oct-10	194	\$ 57,592.00
Nov-10	194	\$ 56,827.00
Dec-10	194	\$ 56,785.00
Jan-11	197	\$ 57,960.00
Feb-11	197	\$ 57,675.00
Mar-11	196	\$ 57,442.00
Apr-11	196	\$ 57,997.00
May-11	195	\$ 58,132.00
Jun-11	193	\$ 56,538.00
Total	2358	\$ 692,428.00

Polk County July 2010 - June 2011

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-10	173	\$ 48,220.00
Aug-10	169	\$ 46,788.00
Sep-10	166	\$ 47,378.00
Oct-10	167	\$ 47,172.00
Nov-10	164	\$ 44,666.00
Dec-10	166	\$ 46,906.00
Jan-11	169	\$ 49,420.00
Feb-11	171	\$ 51,276.00
Mar-11	167	\$ 49,782.00
Apr-11	163	\$ 48,509.00
May-11	159	\$ 46,948.00
Jun-11	162	\$ 47,251.00
Total	1996	\$ 574,316.00

Red Lake County July 2010 - June 2011

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-10	24	\$ 4,888.00
Aug-10	24	\$ 4,888.00
Sep-10	23	\$ 4,542.00
Oct-10	25	\$ 5,029.00
Nov-10	25	\$ 4,730.00
Dec-10	27	\$ 5,187.00
Jan-11	29	\$ 6,023.00
Feb-11	27	\$ 5,698.00
Mar-11	26	\$ 5,724.00
Apr-11	24	\$ 5,762.00
May-11	24	\$ 5,685.00
Jun-11	25	\$ 6,087.00
Total	303	\$ 64,243.00

Roseau County July 2010 - June 2011

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-10	77	\$ 22,493.00
Aug-10	77	\$ 22,493.00
Sep-10	78	\$ 21,454.00
Oct-10	78	\$ 21,690.00
Nov-10	78	\$ 20,814.00
Dec-10	80	\$ 21,196.00
Jan-11	84	\$ 21,800.00
Feb-11	86	\$ 22,544.00
Mar-11	90	\$ 23,161.00
Apr-11	86	\$ 23,086.00
May-11	85	\$ 23,148.00
Jun-11	87	\$ 24,766.00
Total	986	\$ 268,645.00

North County July 2010 - June 2011

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-10	60	\$ 14,078.00
Aug-10	57	\$ 13,366.00
Sep-10	59	\$ 14,077.00
Oct-10	60	\$ 14,104.00
Nov-10	58	\$ 13,108.00
Dec-10	61	\$ 14,226.00
Jan-11	64	\$ 15,043.00
Feb-11	63	\$ 15,051.00
Mar-11	60	\$ 14,748.00
Apr-11	59	\$ 15,020.00
May-11	58	\$ 15,433.00
Jun-11	60	\$ 16,329.00
Total	719	\$ 174,583.00

Lake of the Woods County July 2010 - June 2011

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-10	11	\$ 3,420.00
Aug-10	10	\$ 3,288.00
Sep-10	9	\$ 2,591.00
Oct-10	9	\$ 2,591.00
Nov-10	10	\$ 2,720.00
Dec-10	10	\$ 2,720.00
Jan-11	11	\$ 2,894.00
Feb-11	12	\$ 3,381.00
Mar-11	13	\$ 4,012.00
Apr-11	13	\$ 4,067.00
May-11	13	\$ 4,112.00
Jun-11	13	\$ 4,154.00
Total	134	\$ 39,950.00

PORTS July 2010 - June 2011

Month	# of Vouchers Used Per Month	Housing Assistance Payments	Admin.	HAP Only
		with/admin		
July-10	8	\$ 4,833.68	\$ 339.68	\$ 4,494.00
Aug-10	8	\$ 4,871.68	\$ 339.68	\$ 4,532.00
Sep-10	8	\$ 4,667.68	\$ 339.68	\$ 4,328.00
Oct-10	5	\$ 3,058.30	\$ 212.30	\$ 2,856.00
Nov-10	6	\$ 2,636.84	\$ 169.84	\$ 2,467.00
Dec-10	8	\$ 5,471.68	\$ 339.68	\$ 5,132.00
Jan-11	7	\$ 5,252.68	\$ 339.68	\$ 4,913.00
Feb-11	7	\$ 3,883.76	\$ 254.76	\$ 3,629.00
Mar-11	5	\$ 3,174.30	\$ 212.30	\$ 2,962.00
Apr-11	6	\$ 5,414.68	\$ 339.68	\$ 5,075.00
May-11	7	\$ 3,995.22	\$ 297.22	\$ 3,698.00
Jun-11	10	\$ 6,430.65	\$ 394.65	\$ 6,036.00
Total	85	\$ 53,701.15	\$ 3,579.15	\$ 50,122.00



U.S. Department of Housing and Urban Development
 Minneapolis Field Office
 920 Second Avenue South, Suite 1300
 Minneapolis, Minnesota 55402-4012

OCT 25 2010

Mr. Lee Meier, Executive Director
 NW MN Multi-County Housing and Redevelopment Authority
 PO Box 128
 Mentor, MN 56736-0128

Dear Mr. Lee Meier:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the NW MN Multi-County HRA. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The NW MN Multi-County HRA final SEMAP score for the fiscal year ended 6/30/2010 is 100%. The following are your scores on each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator	3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator	6	HQS Enforcement (24 CFR 982.404)	10
Indicator	7	Expanding Housing Opportunities	5
Indicator	8	Payment Standards(24 CFR 982.503)	5
Indicator	9	Timely Annual Reexaminations(24 CFR 5.617)	10
Indicator	10	Correct Tenant Rent Calculations(24 CFR 982, Subpart K)	5
Indicator	11	Pre-Contract HQS Inspections(24 CFR 982.305)	5
Indicator	12	Annual HQS Inspections(24 CFR 982.405(a))	10
Indicator	13	Lease-Up	20
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	NA
Indicator	15	Deconcentration Bonus	0

Your overall performance rating is **High**.

Your PHA has earned a total of 145 points out of 145 total possible points. Congratulations on achieving a High rating.

We would like to take this opportunity to remind you to continue monitoring both Unit Utilization, as well as Annual Budget Authority, to ensure compliance with HUD guidance.

The SEMAP rating is subject to change with the receipt of conflicting information from the Annual IPA Audit due 9 months after the end of the PHA fiscal year (not applicable if the PHA expends less than \$300,000 per year and is not audited).

Thank you for your cooperation with the SEMAP process. If you have any questions, please contact Laura Wright at (612) 370-3000 extension 2299.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lucia M. Clausen', with a long, sweeping flourish extending to the right.

Lucia M. Clausen
Director, Office of Public Housing

All Counties CRF Funds					
County	CRF Funds	Investor Dollars	Levy	New & Existing Construction	Number of Units
Beltrami	\$ 168,221	\$ 123,795	\$ -	\$ 2,238,497	26
Kittson	\$ 169,208	\$ 93,450	\$ -	\$ 2,674,798	45
Marshall	\$ 412,794	\$ 192,900	\$ 70,150	\$ 7,620,189	83
Norman	\$ 176,273	\$ 91,500	\$ -	\$ 2,250,693	30
LOW	\$ -	\$ 28,200	\$ -	\$ 274,360	6
Pennington	\$ 275,468	\$ 85,000	\$ 126,872	\$ 7,758,281	82
Polk	\$ 413,110	\$ 235,575	\$ -	\$ 8,728,947	90
Red Lake	\$ 883,695	\$ 433,350	\$ 23,109	\$ 12,683,305	131
Roseau	\$ 951,426	\$ 849,946	\$ -	\$ 28,338,488	329
Totals	\$ 3,450,195	\$ 2,133,716	\$ 220,131	\$ 72,567,558	822

02/14/11

Note: \$21.03 private dollars for every \$1.00 invested by the state
822 units of housing completed

**Total Funds Disbursed Throughout the Region
By the Northwest Minnesota Multi-County HRA**

BENEFITS RECEIVED PER COUNTY

Beltrami County *	\$ 336,600
Clearwater County *	600,000
Kittson County	1,480,755
Lake of the Woods County *	156,027
Marshall County	4,700,577
Norman County *	8,311,057
Pennington County	5,433,094
Polk County	15,241,020
Red Lake County	8,637,639
Roseau County	11,012,244
Total	\$ 55,909,013

Total CRF program included in total above 7,678,396
(Down Payment Assistance - 824 Loans to Date)

County & HRA Levy

ADDITIONAL BENEFITS RECEIVED FOR SEVEN COUNTY AREA

Total Section 8 Rental Assistance (HUD)

Since 1975 Inception 39,966,891
620 units assisted monthly with an
average of 280 landlords per yer

Total Low Rent Public Housing (HUD)

Since 1979 Inception 6,042,130
79 1-bedroom units and 24 3-bedroom homes

Total MHFA HOME Program

Since 2001 3,879,877

Essential Function Revenue Bonds

Phase I - 320 Market Rate Rentals 23,635,000
Phase II - 174 Market Rate Rentals 12,615,000
Campus Courts - 40 Student Housing Rentals 2,800,000
Tri-County Correctional Facility 3,200,000

Other Bonding

First Time Home Buyers 1995-2011 23,698,301

Total 115,837,200

Grand Total 171,746,212

* Contract for services. Not part of the HRA area of operations.

CRF - Community Revitalization Fund
SCDG - Small Cities Development Grant
MHFA - Minnesota Housing Finance Agency
MURL - Minnesota Urban & Rural Homesteading Program
HPG - Housing Preservation Grant - USDA
FHLB - Federal Home Loan Bank

Levy included in other report

ITEM # Historical Soc

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
		Sep	13	2011

Amount of time being requested:

*Subject Title (As it will appear on the agenda):
Roseau County Historical Society

*Background (Provide sufficient detail of the subject):
Charlene Haugen, on behalf of the Roseau County Historical Society, will meet with the Board to discuss the Historical Society's 2011 allocation.

*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



Roseau County Historical Society & Museum
121 Center Street East, Suite 101
Roseau MN 56751

September 6, 2011

Roseau County Courthouse
Jeff Pelowski, Interim County Coordinator
606 5th Avenue SW Room 131
Roseau MN 56751

Dear Mr. Pelowski,

The Roseau County Historical Society has an appointment with the county commissioners at 9:30 am on Tuesday, September 13, 2011 to discuss the historical society's 2011 allocation.

Each year offers the museum new opportunities to tell the county story. The upcoming year marks the tenth anniversary of the great county flood. In preparation, the museum will open an exhibit about the flood in June. It will display and tell, through interviews, the story of the disaster and the recovery that followed. In September, the museum will host the Minnesota Historical Society Traveling Exhibit *Disasters*. The museum will add additional disasters such as the tornadoes that have touched down in Warroad, along Highway 11 and other areas; the various wind storms that the county has experienced; county flooding in other years, and other types of county disasters. Having exhibits of this magnitude allow the museum to add unknown history to the archives.

Within this packet, you will find the current list of Roseau County Historical Society Board of Directors, the 2010 Society's Annual Report and financial statement, and the 2012 proposed budget for you to review prior to the meeting.

Thank you for your continued partnership in preserving of the history and heritage of Roseau County.

Sincerely,

Charleen Haugen, Exc. Director

Phone - 218-463-1918 Fax 218-463-1252
Website - www.roseauhistoricalsociety.org
E-mail - rchsroseau@mncable.net

Dedicated to collecting, preserving, and disseminating Roseau County history.

ROSEAU COUNTY HISTORICAL SOCIETY ♦ BUDGET 2012

Revenue Categories	2009 Year End Revenue	2010 Proposed Revenue	2010 Final Revenue	2011 Proposed Revenue	2011 Estimated Revenue	2012 Proposed Revenue
Admissions	\$ 289	\$ 700	\$ 279	\$ 150	\$ 150	\$ 150
Copies/Research Center income	\$ 811	\$ 700	\$ 834	\$ 700	\$ 700	\$ 700
County Appropriation	\$ 40,000	\$ 50,000	\$ 40,000	\$ 50,000	\$ 40,000	\$ 50,000
Donations 2010 (Gladys Paulson Estate - \$9,483) 2011 (Holm Estate - \$16,683 -final estate bequeath with \$8,000 designated to endowment) Miscellaneous donors 2011 - \$5,500	\$ 12,428	\$ 2,500	\$ 12,766	\$ 2,500	\$ 22,183	\$ 2,500
Fund-drive - designated funds	\$ 8,878	\$ 5,000	\$ 3,806	\$ 5,000	\$ 6,000	\$ 5,000
Grant Funding* designated funds:						
Hartz Foundation (Exhibit Cases - allocated 8.2010)	\$ -	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -
Legacy - Minnesota Arts & Culture Heritage Fund:	\$ 3,000	\$ -		\$ -	\$ -	\$ -
MN Historical and Cultural Grant 2010 Oral History equipment grant 2011 - Museum tract lighting, UV Filters, and Mini Theater Sound Attenuation	\$ 1,000	\$ 5,000	\$ 2,468	\$ 11,600	\$ 7,205	\$ 5,000
Legacy - Arts & Culture Grant 2012 -designated funds Mini Theater Art display equipment - designated funds 2011 and 12 music/ art programs Artist in residence programs					\$ 4,040	\$ 7,500
Minnesota Humanities Grants (Smithsonian Traveling Exhibits)			\$ 500	\$ 500	\$ 500	\$ 500
Interest Earned	\$ 180	\$ 370	\$ 343	\$ 300	\$ 300	\$ 300
Memberships (Total Members - 230)	\$ 5,100	\$ 4,500	\$ 5,035	\$ 5,600	\$ 5,600	\$ 5,600
Miscellaneous Recovery			\$ 55			
Publications/Gift Shop	\$ 1,064	\$ 250	\$ 658	\$ 250	\$ 250	\$ 250
Total Revenue	\$ 72,750	\$ 79,020	\$ 71,744	\$ 76,600	\$ 86,928	\$ 77,500

ROSEAU COUNTY HISTORICAL SOCIETY ♦ BUDGET 2012

Grants	2009 Received	2010 Proposed	2010 Final	2011 Projected	2011 Estimated	2012 Projected
Hartz Grant 2009 (pending) Grant for exhibit cases		\$ 10,000	\$ 5,000	\$ -		\$ -
Minnesota Foundation - Margaret Wallen Marvin Foundation	\$ 3,000			\$ -		
Minnesota Arts & Culture Heritage Fund - Legacy Amendment - History MN Historical Society - Designated Oral history equipment (partnered with Roseau School History teacher Aaron Nelson)	\$ 1,000	\$ 5,000	\$ 2,468	\$ 11,600		
Minnesota Arts & Culture Heritage Fund - Legacy Amendment Arts & Culture Art Council Region 1 - - Designated School Arts project partnership (\$1,240) Music Grant (\$2260)				\$ -	\$ 3,500	\$ 6,000
Minnesota Humanities Center	\$ 913		\$ 500	\$ 500		
Total	\$ 4,913	\$ 15,000		\$ 12,100	\$ 3,500	\$ 6,000

NW Minnesota Foundation Roseau CHS Endowment Withdrawl	\$ 7,468.00				\$ -	
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ROSEAU COUNTY HISTORICAL SOCIETY ♦ BUDGET 2012

Expense Categories	2009 Year End Expenses	2010 Proposed Expenses	2010 Year End Expenses	2011 Proposed Expenses	2011 Estimated Expenses	2012 Proposed Expenses
Accounting	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Advertising	\$ 181	\$ 700	\$ 1,009	\$ 700	\$ 1,000	\$ 1,000
Communications: Phone & Internet	\$ 1,343	\$ 2,117	\$ 1,397	\$ 1,350	\$ 1,400	\$ 1,400
Equipment purchases 2010: (Oral History equipment - camcorder, software, etc) 2011 Exhibit items included under Supplies	\$ 4,913	\$ 1,500	\$ 2,205			\$ -
Designated Endowment Funds (NW Minnesota Foundation) \$8,000 - Holm Estate					\$ 8,000	\$ -
Insurances (Work Comp, Liability & Property)	\$ 804	\$ 875	\$ 845	\$ 875	\$ 845	\$ 875
Interest: expense			\$ 44		\$ 44	\$ 44
Payroll: three employees (1-FT, 2-PT)	\$ 37,942	\$ 40,641	\$ 41,100	\$ 42,500	\$ 44,639	\$ 44,991
Employee Benefits - Health Insurance	\$ 1,204	\$ 1,668	\$ 1,668	\$ 1,668	\$ 1,566	\$ 1,668
Taxes, Payroll, SS, Etc.	\$ 5,028	\$ 3,000	\$ 3,569	\$ 3,000	\$ 3,570	\$ 3,808
Postage	\$ 947	\$ 800	\$ 1,333	\$ 800	\$ 1,200	\$ 1,200
Prof. Development/Continuing Education/ Travel/Dues & Subscriptions	\$ 530	\$ 550	\$ 554	\$ 500	\$ 500	\$ 500
Publicaion expense			\$ 195		\$ 200	\$ 250
Rent/Maintenance	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200
Repairs/Maintenance and Equipment Contracts	\$ 1,043	\$ 1,300	\$ 210	\$ 1,000	\$ 1,200	\$ 8,400
Supplies: Collection Preservation	\$ 697	\$ 1,200	\$ 2,184	\$ 1,200	\$ 2,184	\$ 900
Supplies: Events/Educational Programming	\$ 670	\$ 1,000	\$ 795	\$ 1,000	\$ 2,500	\$ 2,500
Supplies: Exhibition	\$ 2,147	\$ 14,000	\$ 4,415	\$ 11,600	\$ 11,620	\$ 6,000
Supplies: Fund Raising	\$ 186	\$ 450	\$ 69	\$ 300	\$ 225	\$ 225
Supplies: Research Center - supplies in collection care	\$ 17	\$ 100	\$ 1,221	\$ 1,100	\$ 1,221	\$ 1,221
Supplies: Office (includes newsletter)	\$ 1,877	\$ 1,500	\$ 2,810	\$ 1,500	\$ 1,500	\$ 1,500
Total Budget Expenses	\$ 67,929	\$ 79,801	\$ 74,023	\$ 77,493	\$ 91,814	\$ 84,882

**Roseau County Historical Society
2011 Board of Directors - April 2011
Phone and E-mail address**

Glenn Holm, President

32907 400th Ave
Roseau MN 56751
Cell -218-689-0994, 218.463.2223

Harriet Heinen - elected as VP May 2011

33091 620th Ave.
Warroad, MN 56763
218.386.1194

Lola Grafstrom, Secretary

33705 480th Ave.
Salol MN 56756
218.463.1482 Cell - 218-242-4117

Helen Wagner, Treasurer

401 6th St. NE
Roseau, MN 56751
218.463.1408

Bruce Olson

29248 Co. Rd. 4
Badger MN 56714
218.528.3708

Darrell Borgen

Box 115
Badger MN 56714
218.528.3251

Jolene Juhl board member as of April 2011

14783 Cty Rd 104
Greenbush, MN 56726
218-782-2163 Cell - 218-686-2817

Eva-Jayne Krueger

32563 Co. Rd. 5
Warroad, MN 56763
218.386.1537

Ida Novacek

504B 4th Ave NE
Roseau MN 56751
218.463.1520

Irene Olson

301 2nd St NE
Roseau MN 56751
218.463.1811

Jeff Pieterick

PO Box 29
Greenbush MN 56726
218.782.2664

Sheila Winstead

30511 Co. Rd 15
Roseau MN 56751
218.463.3271

Roseau County Historical Society

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Historical
Society est.
1927

2011

ROSEAU COUNTY HISTORICAL SOCIETY

2010 ANNUAL REPORT

The Roseau County Historical Society was organized in 1927 by individuals who recognized the need to maintain a history of the county. The Minnesota Historical Society designated the Roseau County Historical Society as the official county organization. The Historical Society is a 501 (C) 3 non-profit organization.

The mission of the Roseau County Historical Society is to collect, preserve, and disseminate knowledge about the history of Roseau County and to relate it to the State of Minnesota as it pertains to Article II, sections 1, 2, and 3 in the Historical Society's by-laws. This includes preserving written materials, electronic data/media, photographs, and three-dimensional items. The Roseau County Historical Society is the sole owner of the collection.

The Roseau County Historical Society (hereafter referred to as RCHS, Historical Society or society) operates the Roseau County Historical Museum and Interpretive Center, which houses the county archive and artifact collections and serves as the hub for the society's activities.

RCHS is governed by twelve trustees from across Roseau County. The 2010 board members included Glenn Holm (Roseau) - President, Brenda Sather (Greenbush)- Vice President, Lola Grafstrom (Salol) – Secretary, Helen Wagner (Roseau) – Treasurer, Darrell Borgen (Badger), Harriet Heinen (Warroad), Eva-Jayne Krueger (Warroad), Ida Novacek (Roseau), Jeff Pieterick (Greenbush), Bruce Olson (Badger), Irene Olson (Roseau), and Sheila Winstead (Roseau).

8,010 individuals attended Historical Society/museum on-site exhibits and programs, with an increase of about ten percent over 2009. Visitors to the museum came from twenty-nine states and Minnesota. Although foreign visitation was down, visitors registered from four Canadian provinces, Germany and Sweden. Approximately 13,000 individuals enjoyed off-site exhibits and programs at places such as the Roseau County Fair, Northland Community and Technical College, and the county schools.

The historical society partners with area schools, organizations, and assisted-living facilities to present programs. Children from preschool to grade 12 received both on-site and off-site educational programs. Special on-site tours were organized for senior citizens and organizations.

2010 Annual Meeting

The 83rd annual meeting of the Roseau County Historical Society was held Thursday, April 8, 2010, at the Badger School. The Historical Society and the Badger School partnered to bring Charlie Maguire, known as the "Centennial Troubadour" for Minnesota and as the "Singing Ranger" for the National Park Service, to teach Kelly Grahn's fourth grade class how to use the mouth harp and spoons as musical instruments. That evening, Maguire and the students presented a program for those who attended the meeting. An ice cream social sponsored by the Badger HS Student Council was held after the program with all proceeds going to the Haiti relief effort. A short annual meeting was held. Incumbent board members, Bruce Olson, Irene Olson, Ida Novacek, and Jeff Pieterick, were re-elected to the board of directors. The 2009 information was presented and the 2009 annual report was approved and available for attendees.

Programs/Events and Exhibits

Woman's History Month

On February 28, 2010, the ribbon was cut by Roseau County Treasurer Diane Gregerson, Minnesota State Treasurer of the Year, for the One Woman event and exhibit. Approximately 170 individuals attended the open house and event honoring thirteen women selected by Roseau County cities and townships for their community service. The women, who came from all walks of life, were an example to all. The 2010 women are Alma Anderson - Stokes, Alma Lee - Dieter, Brenda Yanok - Unorganized, Christine Nelson - Malung, Gertie Hetteen Carter - Jadis, Joy Phillipe - Warroad, Kelly Falk - Roseau, Lucille Wiskow - Huss, Marie Comstock - Falun, Marie Oslund - Palmville, Oline Erickson - Badger, Ruth Stukel - Warroad, and Selma Rigstad - Greenbush. Linda Vatnsdal, Dawn Johnson, and Carole Wilson were in charge of the One Woman event with Jeanne Hamness and Karen Messelt working with staff member Britt Dahl on displays.

The second exhibit and program honored the over 160 women who have served or are serving in the United States Armed Forces. A lunch for the women who had served or are serving in the military, sponsored by the Roseau VFW, was held in the Roseau City Center. Over sixty women from many areas of the United States attended from as far away as South Carolina. Robert Novacek, the Greenbush VFW Commander, served as Master of Ceremonies. Special speakers included Sarah Dryburgh, granddaughter of WWII veteran LaMae Lundbohm, Susan Dostal Schostag, Lt. Col. Emily Desrosier, and Col. Eleanor Hukee-Cottam. Certificates of appreciation were presented to each military woman. Under the leadership of Jean Vatnsdal, more than 25 volunteers from across Roseau County assisted with research, exhibits, lunch, and the program.



Between Fences

Once again RCHS was chosen to host a Smithsonian Institute Traveling Exhibit. The **Museum on Main Street Exhibit *Between Fences*** was at the museum from March 27, 2010 thru May 8, 2010. During that time over 1,100 visitors including students visited the museum.



The exhibit offered the history of fencing in a broad range. We live between fences; we may hardly notice them, but they are dominant features in our lives and in our history. ***Between Fences*** explores how tightly the fence is entwined with American history, politics, industry, and daily life.

The museum provides complementary exhibits for Smithsonian Traveling Exhibits, giving the staff an opportunity to present a new area of history. ***Between Fences in Roseau County*** explored how agriculture, the border with Canada, and sports all have a type of fence. Exhibits examined the use of GPS in agriculture and highway construction as well as land borders. Border issues and transportation were the topics for the land line between the U.S. and Canada.

One of the major exhibits designed by RCHS staff was ***Roseau County Century Farms***. Roseau County has over fifty-five farms with that status. Museum staff contacted all present century farm owners requesting a history of the first farmer. Histories, including photographs of the homesteads, owners, and families; a pedigree of land ownership; and a recent aerial photo of the farm were used in this exhibit. An additional fifty farmers brought in aerial farm photographs for a matching game.

Between Fences exhibits were sponsored by the fund drive, the Gladys Paulson and Kenneth Holm estates, Northern Resources, Border State Bank, Doug's Supermarket and the Roseau Liquor Store.

Several programs were presented during the exhibit. Two were sponsored by the Minnesota Humanities Center and the Smithsonian. The first was the Charlie Maguire program presented at the Annual meeting. The second was a presentation on the how the Northwest Angle became a part of Minnesota, given by Minnesota's "Mr. Geography", Professor David Lanegran, John S. Holl Chair of Geography at Macalester College. He also spoke about the history of the U. S. - Canadian border. Three noon lunch programs on the ***Between Fences*** theme were also held.

Scandinavian Festival

In June during the Scandinavian Festival in Roseau, four of Gwen Sallberg's speech students presented several very entertaining Scandinavian stories to children as a part of the festival programming.

Summer Youth Program

During the summer the museum offers free activities for youth. Once a month two different movies, one for younger children and one for older youth, were shown in the Mini Theater. Attendance increased each month until the theater reached its capacity of about 55.

For three weeks in August the museum and Dairy Queen partner on a daily scavenger hunt. Children who

do the scavenger hunt enter a weekly drawing for a DQ Blizzard.

The Mushroom Picker

The Historical Society partnered with Patrick Dewane on a grant to bring the One-Man show *The Mushroom Picker* to Roseau County. The play was performed August 27, 2010 in the Roseau High School Theater with an attendance of over 300. The moving presentation by Dewane told the story about the liberation of Czechoslovakia and the part his grandfather, Matt Konop, played. Konop's service for the United States during WWII brought him to his immigrant family's home area in Czechoslovakia. *The Mushroom Picker* is the untold story of what took place there. Dewane's presentation was as riveting as his grandfather's story.

Holiday Open House

On November 14 the annual Holiday Open House and Pot Luck dinner was held in the Roseau City Center. The program for the evening included humor from MC Lou Hermansen, music from the Highway 11 Ramblers and Phil Sallberg and Barb Roseen. Phil and Gwen Sallberg, members of the Roseau County Toastmasters Club, offered two entertaining vocalizations.

School Educational Programs and Tours

Successful educational programs for K12 students are a goal of the society. School programs are a popular educational component for the museum and research center. RCHS staff have designed educational programs using the museum SMART board and the collection to teach the history of the county. RCHS volunteer educator Lola Grafstrom presents these programs to county students.

Over 600 students from Badger, Greenbush/Middle River, Karlstad, and Roseau received tours or participated in onsite or offsite programs during 2010. Warroad students received programs at the Warroad

Elementary School. Roseau County Ojibwa history, immigration, and Scandinavian Heritage programs were presented by Grafstrom.

During *Between Fences*, a program at the Badger School was co-sponsored by the museum, the Minnesota Humanities Center and the Smithsonian. Charlie Maguire provided an education music lesson for Badger educator Kelly Grahn's fourth grade class. This training provided the program for the Roseau County Historical Society Annual Meeting.

Roseau Advanced History teacher Aaron Nelson and RCHS partnered on a military oral history project during the 2009-10 school year. The project produced a DVD and



exhibit, which were shown at the Memorial Day services to honor veterans who served during the Korean and Vietnam conflicts. The interviews, DVD, and exhibit materials were donated to the museum.

On Thursday, May 20th RCHS held the Minnesota History contest at the Roseau City Center. Sixth Grade students from seven schools participated: Badger, Greenbush, Grygla, Goodridge, Lancaster, Roseau, and Warroad. Students take a 200+ question test on Minnesota history during the morning to place in the contest. The top six students received savings bonds sponsored by the Badger, Roseau and Warroad banks. The 2010 winning students included Sam Moorhead - Warroad, 1st; Kirsten Grafstrom - Roseau, 2nd; Robby Davy - Badger, 3rd; Sabel Knochenmus - Roseau, 4th; Amy Svir - Badger, 5th; and Martyn Novacek - Greenbush, 6th. Other participants were Riley Sovde, Badger; Brady Klien, Courtney Novacek, all from Greenbush/MR; Benji Wilebski, Cassidy Stenvik, and Caleb Olson, all from Goodridge; Madison Bakken, Samantha Kraulik, Marisa Newton, from Grygla-Gatzke; Dylan Olsonawski, and Sydney Sele, Trent Jerome, from Lancaster; Taylor Loken - Roseau; Erin Thompson, and Kirk Pearson, from Warroad.

Collection Care/Acquisitions/Technology

Collection Care and Acquisitions

Twenty-two individuals, families and businesses donated over 481 3-dimensional objects and countless memorabilia and photographs to the museum in 2010. LifeCare Medical Center in Greenbush donated outdated surgical equipment and furniture. Following the closing of the Methodist Church in Roseau, Norman Flagstad Jr. (Roseau) donated an exhibit case that was used for display in the church. He also donated memorabilia collected by his parents which included scrapbooks his mother, Maureen, designed. Some other donation examples are many historic personal care objects given by Elinor M. Koshenina (Greenbush) cameras from Bill and Helen Wagner (Roseau), and estate items donated by Sheila Winstead (Roseau) from her father Gilmore Flaten.

Technology

RCHS staff is continually looking for ways to ensure that equipment is available for projects. As a part of the Veteran Oral History project with Aaron Nelson's Advanced History class, Nelson and Haugen applied for a Minnesota Legacy grant for audio/video equipment to use for veteran interviews. In February, the museum received notification from the Minnesota Historical Society that their project had been financed in part with funds provided by the State of Minnesota through the Minnesota Historical Society from the Arts and Cultural Heritage Fund. The equipment will be available for Roseau teachers to use when doing class projects. This equipment made it possible for the museum to have Janet Strandlie interview several of the Women in Military participants, including Lt. Col. Emily Derosier and Susan Dostal Schostag.

Board of Directors, Staff, and Volunteers

Board of Directors

The Roseau County Historical Society is governed by twelve trustees. Board members serve on various committees setting policy and making recommendations. They ensure that the historical society has operating funds. Board members provide leadership through participation on nine Historical Society committees. The board members provide invaluable services, for example, since 1996 Irene Olson has researched and presented the radio broadcast [A Look Back in Time](#) on KJ102, now Wild 10. Helen Wagner, Ida Novacek, and Sheila Winstead assist Charleen Haugen in producing the newsletter.

Administration and Training

RCHS staff includes one full-time employee, Britt Dahl, Museum Assistant; and two part-time employees Charleen Haugen, Executive Director, and Marie Kompelien, Research Specialist. Museum staff responsibilities include administration of all areas of museum management. They also organize and provide community and educational programs.

In addition to the museum staff, three federally paid Experience Works trainees work at the museum. Two individuals work in the research center entering birth, marriage, and obituary information from the county newspapers into data bases. The third person works with the [PastPerfect](#) museum collection software, entering information on donated 3-dimensional and archival items.

Being a member of the Minnesota's Historic Northwest consortium has many benefits. In November a Minnesota's Historic Northwest consortium training class was held in Roseau. This training provided RCHS staff and consortium members with information related to the care of museum collections. Funding for this class, one additional class and over \$8,000 of collection care products for consortium members was financed in part with funds provided by the State of Minnesota through the Minnesota Historical Society from the Arts and Cultural Heritage Fund.

In 2010, Minnesota Humanities Center contacted the historical society and requested that an application for a Smithsonian Traveling Exhibit be submitted. The application was accepted for the **Smithsonian Museum on Main Street** exhibit *New Harmonies: American Roots Music*. The exhibit will be at the museum from November 7, 2011 through Christmas vacation. Staff are very excited about this exhibit due the great interest in music and the many musicians and musical groups in Roseau County. In preparation for the exhibit,

Charleen Haugen, Britt Dahl, and volunteer Rlou Sprecher attended a training session in October at the Minnesota Humanities Center.

Volunteers

Approximately 120 volunteers provided assistance with exhibits, programs, collection care and research at the museum in 2010. An example is Mr. Glassman's class who painted fence pickets for the *Between Fences* exhibits and panels for exhibits.

Although the Sentence to Service program is not considered volunteer hours, their community service to the museum is invaluable. Crew leader Frank Haubrick and those working under the program constructed additional shelving units, made units for exhibit display and assisted the museum in projects too numerous to mention.

Financial

General operating funds for the historical society come from county allocations, memberships, donations, gift shop proceeds, research requests, the Roseau County Endowment Fund, a yearly fund drive, and grants. The Roseau County Historical Society endowment fund was established with the Northwest Minnesota Foundation in 1995. The fund provides capital for special projects and is supported by donations and memorials from supporters.

Grants

Grant funding in 2010 came from foundations and the Minnesota Arts and Culture Legacy Fund.

- Hartz Foundation for exhibit cases: A major contributor to the museum over the years has been the Hartz Foundation. The museum was fortunate to receive a \$5,000 grant from the foundation in 2010 for exhibit cases.
- The Minnesota Arts and Culture Legacy Fund through the Minnesota Historical Society for the Veteran Oral History Project - \$2,468. This grant provided audio/video equipment.

Fund Drive

The fund drive provides the Roseau County Historical Society with the ability to purchase collection care items, exhibit supplies, develop student and senior educational programs as well as assists with general operation. All donations make a difference, regardless of the amount.

The 2009-10 fund drive was supported by 103 contributors. Five hundred dollars was received from the *Care Abounds in the Community* Thrivent program.

The fund drive provided much needed funding for the *One Woman* and *Women in Military* exhibits as well as the Smithsonian Museum on Main Street *Between Fences* exhibit.

Bequest

Once again a lasting legacy was left to the historical society. In May, historical society member Gladys Paulson of Badger bequeathed \$9,492 to the society. This gift has allowed the historical society to purchase exhibit display equipment for the museum and outreach exhibits.

Additional information is available in the 2010 financial report.

The Roseau County Historical Society Board of Directors apologizes for any oversights or errors in the annual or financial report.

Glenn Holm, President and Charleen Haugen, Executive Director

**ROSEAU COUNTY HISTORICAL SOCIETY
STATEMENTS OF REVENUES AND EXPENSES
JANUARY 1, 2010 - DECEMBER 31, 2010**

GENERAL ACCOUNT

Beginning Balance January 1, 2010			\$ 15,030.70
Revenues:			
Admissions	\$	279.00	
Copies/research		834.25	
Donations		12,766.12	
Fund Drive		3,806.00	
Grant - Minnesota Cultural Arts		2,468.00	
Grant - Hertz		5,000.00	
Grant - Minnesota Humanities Center		500.00	
Interest earned on checking		38.79	
Interest earned on CD's		303.76	
Memberships		5,035.00	
Miscellaneous/expense recovery		55.25	
Publications:			
Cookbooks	\$	43.50	
Heritage books		275.00	
Miscellaneous		<u>340.00</u>	658.50
Roseau County Allocation			<u>40,000.00</u>
Total Revenue			71,744.67

Expenses:			
Accounting	\$	1,200.00	
Advertising		1,109.25	
Copier lease		613.81	
Contributions		100.00	
Dues/subscriptions		175.00	
Employee benefits - health insurance		1,668.00	
Insurance -work comp-liability and property		845.19	
Internet charges		552.21	
Interest expense		44.29	
Supplies:			
Collection care	\$	2,183.74	
Fund drive		69.00	
Special events/education program		794.72	
Exhibits		4,415.18	
Office		2,810.02	
Research center		1,220.80	
Miscellaneous		<u>6.00</u>	11,499.46
Professional development			554.27
Publications			195.00

-continued-

**ROSEAU COUNTY HISTORICAL SOCIETY
STATEMENTS OF REVENUES AND EXPENSES
JANUARY 1, 2010 - DECEMBER 31, 2010**

GENERAL ACCOUNT

Postage			\$ 1,333.13
Rent & maintenance - building			7,200.00
Repairs and maintenance			210.34
Salaries:			
Charleen Haugen	\$	19,871.50	
Britt Dahl		18,627.69	
Marie Kompellen		<u>3,041.63</u>	41,540.82
Taxes- payroll			3,568.66
Taxes - sales			94.00
Telephone			844.85
Equipment purchased:			
Camcorder			<u>2,205.00</u>
Total Expense			<u>(75,553.28)</u>
Ending Balance December 31, 2010			\$ <u>11,222.09</u>

**ROSEAU COUNTY HISTORICAL SOCIETY
STATEMENTS OF REVENUES AND EXPENSES
JANUARY 1, 2010 - DECEMBER 31, 2010**

**ROSEAU COUNTY HISTORICAL SOCIETY
STATEMENTS OF REVENUES AND EXPENSES
JANUARY 1, 2010 - DECEMBER 31, 2010**

THE NORTHLAND ACCOUNT

Beginning Balance January 1, 2010		\$	866.78
Revenues:			
Publications	\$	47.50	
Interest earned		<u>1.62</u>	
Total Revenue			49.12
Disbursements:			
Newspaper - Roseau newspaper	\$	<u>155.31</u>	
Total Expense			<u>(155.31)</u>
Ending Balance December 31, 2010		\$	<u>760.59</u>

BORDER STATE BANK SAVINGS ACCOUNT

Beginning Balance January 1, 2010		\$	2,047.66
Receipts:			
Interest earned	\$	5.94	
Memorials		500.00	
Publications		<u>72.40</u>	
Total Revenue			578.34
Disbursements			<u>(0.00)</u>
Ending Balance December 31, 2010		\$	<u>2,625.00</u>

PINECREEK LOG CHURCH RESTORATION ACCOUNT

Beginning Balance January 1, 2010		\$	21,937.23
Receipts:			
Memorials	\$	<u>40.00</u>	
Total Revenue			40.00
Disbursements:			
Edmund & Co Log Home Restoration	\$	<u>700.00</u>	
Total Disbursements			<u>(700.00)</u>
Total before transfer out		\$	21,277.23
Transfer out:			
2 - \$10,000.00 certificates of deposit at Citizens State Bank			<u>(20,000.00)</u>
Ending Balance December 31, 2010		\$	<u>1,277.23</u>

**ROSEAU COUNTY HISTORICAL SOCIETY
STATEMENTS OF REVENUES AND EXPENSES
JANUARY 1, 2010 - DECEMBER 31, 2010**

CERTIFICATES OF DEPOSITS

Certificate #57111 - 1.50% - matures 3/22/11 Citizens State Bank - (Pioneer Log Church Account)	\$ 10,074.79
Certificate #57112 - 1.50% - matures 3/22/11 Citizens State Bank - (Pioneer Log Church Account)	<u>10,074.79</u>
Total CDs' December 31, 2010	<u>\$ 20,149.58</u>

NORTHWEST MN FOUNDATION FUND

Beginning Balance January 1, 2010		\$ 130,068.38
Investment Profit (Loss) - 1 st quarter, 2010	\$ 4,036.97	
Investment Profit (Loss) - 2 nd quarter, 2010	(8,052.02)	
Investment Profit (Loss) - 3 rd quarter, 2010	9,689.52	
Investment Profit (Loss) - 4 th quarter, 2010	<u>6,477.19</u>	<u>12,151.66</u>
Ending Balance December 31, 2010		<u>\$ 142,220.04</u>

ITEM # Trailblazers
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
▼	Coordinator ▼	Sep ▼	13 ▼	2011 ▼

Amount of time being requested:

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

*Background (Provide sufficient detail of the subject):
 Buck Bue and Rich Gross of the Roseau County Trailblazers will meet with the Board to discuss the rail trail purchase and weed control on this trail.

*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

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Miller, Ann Marie ▼	Board Clerk ▼	Sep ▼	13 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Approve Proceedings from the August 23, 2011 Board Meeting

***Background (Provide sufficient detail of the subject):**
 Draft Proceedings from the August 23th Board Meeting are being submitted for Board approval.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

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

Board Action:

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

ATTEST: Ann Marie Miller, Board Clerk

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 23, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, August 23, 2011 at 8:30 a.m.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

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

Addition of a forthwith payment to Walter Storey for painting was added to the Approval of Bills and approval of the Snow Removal Contract cancellation letter was added to County Board items. A motion to approve the amended agenda was made by Commissioner Walker, seconded by Commissioner Phillipe and carried unanimously.

APPROVE BILLS

A motion was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously to authorize the payment of the following bills:

Warrants Approved for Payment 8/11/11 – Final Total	\$1,731,565.55
Warrants Approved for Payment 8/18/11 – Final Total	\$25,156.93
Warrants Approved for Payment 8/26/2011 – Final Total	\$104,917.92

And approved a forthwith payment to Walter Storey in the amount of \$235.00 for painting.

CITIZEN COMMENTS

There were no citizen comments.

BOARD APPOINTMENTS

Roseau County Soil and Water Conservation District

Manager Scott Johnson met with the Board to review the 2012 Soil and Water Conservation District Budget.

Hoffman, Dale and Swenson

Colleen Hoffman, Manager, Hoffman Dale and Swenson, PLLC met with the Board to review the 2010 Government Audit noting that the audit contains no significant findings and that the financial statement was in perfect compliance.

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Falk, seconded by Commissioner Phillipe and carried unanimously. The Board, by adoption of its consent agenda, approved proceedings from the August 9, 2011 Board meeting; authorized Commissioner Swanson's participation on the Collaborative Governance Council and approved Resolution #2011-08-02 authorizing Northwest Community Action to administer the Emergency Shelter Grant Program.

DEPARTMENT REPORTS

Auditor's Office

The Board discussed having Commissioners review their 2012 unorganized township budgets with Auditor Monsrud. Auditor Monsrud agreed and will schedule these meetings.

The DNR is moving forward with the land exchange project, which will be brought to the Land Exchange Board on Wednesday September 7, 2011 at the State Capital. The Board requested Commissioner Swanson attend this meeting on behalf of the County. The agreement for the exchange will include language by the DNR not to alter the water flow in Ditch 72. The DNR is requesting Roseau County supply similar language. The Board requested Engineer Ketring provide the language for Auditor Monsrud to submit to the DNR indicating the County will only perform routine maintenance on the laterals located on this property.

Recorder's Office

Recorder Pam Grand informed the Board that the U.S. Department of State has invited Roseau County to participate in a Saturday passport processing day to be held on September 17, 2011. After discussion on advertising costs, employee costs and courthouse costs, the Board declined the invitation.

Treasurer's Office

Diane Gregerson met with the Board to discuss the process of preparing the Truth in Taxation Notices due to be mailed by November 23, 2011. Because of software upgrades in 2010 the statements were outsourced for printing and mailing. This year all upgrades are complete and the statements will be processed in-house and on time.

Highway Department

Engineer Ketring requested the Board approve a State of Minnesota Department of Transportation Detour Agreement for Trunk Highway 11. A motion was made by Commissioner Walker, seconded by Commissioner Falk and carried unanimously to approve the Mn/DOT Contract No: 99405 Detour Agreement

A motion was made by Commissioner Walker, seconded by Commissioner Falk and carried unanimously to approve the final payout on 2009 Flood Project DR 1830, PW 1797, CSAH 18 to Wright Construction in the amount of \$14,183.80.

COUNTY BOARD ITEMS

2012 Budget Review

The Board discussed the Market Value Homestead Credit Reduction and the impact it will have on the County's 2012 budget and levy. The Board requested Assessor Heim and Auditor Monsrud to prepare examples on how the MVHC reduction will affect residential, commercial and agricultural properties and to provide preliminary numbers to the Board for review.

Parking Lot Snow Removal Contract

The Roseau County Highway Department has recently purchased new equipment that can now be used for snow removal at County Facilities. Due to this purchase the Building Committee has recommended cancellation of the current Parking Lot Snow Removal Contract with Comstock Custom Mowing and Snow Removal. County Attorney Karen Foss presented the Board with a letter to Comstock Custom Mowing and Snow Removal which indicates the County's intent to cancel the parking lot snow removal contract and requested approval from the Board to have Chair Mark Foldesi sign the letter.

A motion was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously to authorize Chair Foldesi to sign the letter of cancellation of behalf of Roseau County.

COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Human Resource Committee, 8/10/11; Social Services Board, 8/16/11; Highway Committee, 8/16/11; Credit Card Committee, 8/16/11.

Commissioner Foldesi reported on the following committee meeting(s): Human Resource Committee, 8/10/11; Social Services Board, 8/16/11; Highway Committee, 8/16/11.

Commissioner Phillippe reported on the following committee meeting(s): Lake Township Board, 8/10/11; Roseau County Committee on Aging, 8/15/11; Social Services Board, 8/16/11; Highway Committee, 8/16/11; Warroad Port Authority, 8/16/11; Warroad Community Park Project, 8/18/11; Warroad City Council, 8/22/11.

Commissioner Swanson reported on the following committee meeting(s): Statewide Radio Board Finance Committee Teleconference, 8/11/11; Roseau County Committee on Aging, 8/15/11; Roseau School Board, 8/15/11; Social Services Board, 8/16/11; Highway Committee, 8/16/11; Credit Card Committee, 8/16/11; Household Hazardous Waste, 8/17/11.

Commissioner Walker reported on the following committee meeting(s): Social Services Board, 8/16/11; Highway Committee, 8/16/11.

Upon motion carried, the Board adjourned the regular meeting at 11:15 a.m. The next regular meeting of the Board is scheduled for August 23, 2011 at 8:30 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



*Person Responsible for Request Gust, Steve	*Department Sheriff	*Board Meeting Date Aug 23 2011		
---	-------------------------------	---	--	--

***Subject Title (As it will appear on the agenda):**
 Approve Resignation of Lonnie Herr

***Background (Provide sufficient detail of the subject):**
 Lonnie Herr has resigned as a Dispatch/Jailer with Roseau County. Request is to accept his resignation. Please see attached.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

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: Ann Marie Miller, Board Clerk

I Lonnie Herr resign from
my employment at the Roseau
County Sheriff's office.

Friday Aug. 18 2011

Lonnie Herr

ITEM # Consent 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Foss, Karen	*Department Attorney	*Board Meeting Date Aug 30 2011		
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***Subject Title (As it will appear on the agenda):**
 Approve Resignation of Maria Pahlen

***Background (Provide sufficient detail of the subject):**
 Maria Pahlen has resigned as Victim Services Coordinator. Request is to accept her resignation that is attached.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

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

August 26, 2011

Karen M Foss

606 5th Ave

Roseau, MN 56751

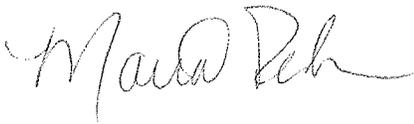
Dear Karen,

At this time I would like to submit my resignation. I am very unhappy with this decision but at this time I feel it is the best.

I have decided to continue my education and have begun classes at Bemidji State University in search of my Bachelors degree in Psychology.

I hope that you will understand at this time and I thank you for the opportunity to help with Roseau County Victim's Services.

Sincerely,

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

Maria Pahlen

ITEM # Consent 6
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Gust, Steve	*Department Sheriff	*Board Meeting Date Sep 13 2011
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***Subject Title (As it will appear on the agenda):**
 Accept Resignation of Deputy Michael Hickey

***Background (Provide sufficient detail of the subject):**
 Michael Hickey resigned his position as a permanent part-time Deputy Sheriff effective August 21, 2011. Requesting Board acceptance of the resignation. See attached letter.

***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

COPY

Mike Hickey

32144 County Road 2

Badger, MN 56714

Roseau County Sheriff's Office: Sheriff Gust

Please accept this as a formal notice of my resignation from Deputy Sheriff for Roseau County, effective August 21, 2011. This decision was not easy and took a lot of careful consideration.

I realize that my contract of employment requires me to work two weeks from the point of resignation. However, I'd be grateful to be released earlier and will assume that this is acceptable unless you inform me to the contrary.

I am resigning because of personal reasons and the enthusiasm to try another field of work. Please understand that the other job I have accepted is an excellent opportunity for my family. While I believe that I am moving for good reasons, I am sorry to leave, and I thank you for your support during my time with the Sheriff's Office, which I have found enjoyable and fulfilling.

I wish you good luck in your future endeavors.

Mike Hickey 08/08/2011

ITEM # Consent 5

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Gust, Steve	*Department Sheriff	*Board Meeting Date Sep 13 2011
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***Subject Title (As it will appear on the agenda):**
Benefit payout for Lonnie Herr.

***Background (Provide sufficient detail of the subject):**
Lonnie Herr resigned his position as a permanent part-time Dispatcher effective August 18, 2011.

***Financial Consideration:**
A total of \$1,234.46 is due to Mr. Herr.

***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

ITEM # Consent 6
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Gust, Steve	*Department Sheriff	*Board Meeting Date Sep 6 2011
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***Subject Title (As it will appear on the agenda):**
 Benefit payout for Michael Hickey.

***Background (Provide sufficient detail of the subject):**
 Michael Hickey resigned his position as a permanent part-time Deputy Sheriff effective August 21, 2011.

***Financial Consideration:**
 A total of \$1,763.51 is due to Mr. Hickey.

***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

ITEM # Consent 7
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Monsrud, Martie	*Department Auditor	*Board Meeting Date Sep 13 2011
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***Subject Title (As it will appear on the agenda):**
 Approve Amended Cell Phone Policy

***Background (Provide sufficient detail of the subject):**
 Asking for approval of the updated cell phone policy pursuant to the changes in the Small Business Jobs Act of 2010, which removes cell phones from IRS "listed property" definition.

***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

ROSEAU COUNTY CELL PHONE POLICY

PURPOSE

The purpose of this policy is to provide guidance regarding cellular (cell) phone privileges and define County expectations with regard to use of County-owned or County-reimbursed cell phones.

Roseau County recognizes that cell phones and smart phone devices are tools needed to efficiently manage County business.

The provision of a County-owned cell phone or a cell phone stipend serves a public purpose in providing employees with the ability to more effectively perform job-related duties in providing service to the citizens of Roseau County.

GENERAL PROVISIONS

Roseau County issues cell phones and smart devices to employees and elected officials in a variety of work related situations. This policy recognizes that not one approach will work for all situations. Department Heads are responsible for ensuring employees are placed in the correct categories of this policy, that costs to the public are held to the minimum possible, and that documentation requirements are met.

Departments may adopt policies for minimum standards to assure items such as coverage, range, storage capacity, and device operating system. The County Board or the Information Technology Department may determine which equipment and cell phone services are supported by the County.

Based on business needs, the Department Head will determine which positions in their departments require a cell phone and whether the needs are best served through participation in the County cell phone plan or through a personal cell phone stipend. These work-related needs include, but are not limited to:

1. When safety of self or others may be at risk.
2. When the employee's work function requires the use of a cell phone.
3. To provide immediate communication with department staff and/or other agencies as required to coordinate programs or to provide customer service.
4. When it improves job performance efficiency.
5. When there is a need to be able to contact the employee on short notice.
6. When the employee's role is related to emergency response.

PLAN OPTIONS

PLAN A: COUNTY- OWNED CELL PHONE/SERVICE PLAN – Dual Use

Under Plan A, the employee is signed up under the County Cell Phone Service Plan and the County pays full costs of the phone, equipment and service plan. With this plan, the cell phone may be used for BOTH county and personal business and no audit is required. Employees are required to reimburse the County for all costs over their basic monthly service plan twice a year

through payroll. Upon ending employment with the County, the cell phone must be returned to the County Auditor and all monies are due.

Under Plan A, existing service contracts with cell phone service providers will expire at the end of their individual contract, unless approved by the County Board to continue with Plan A. Upon expiration, the employee will have the option to move to Plan B. The County will transition to this policy over a period of time to allow for the expiration of contracts with cell phone service providers that are in place. At no time will County funds be used to 'buy out' current plans in order to speed up the transition.

PLAN B: EMPLOYEE - OWNED CELL PHONE- & SERVICE PLAN - Stipend

Under Plan B, the employee is paid a monthly stipend intended as compensation for County work-related use of their personal cell phone. *Under this plan, a cell phone or smart device is considered the employee's personal property.* The stipend the employee receives each month is intended to assist the employee in replacing and/or maintaining their device.

The stipend amount it is set annually by the County Board. The Department Head is responsible for determining the appropriate stipend amount based on the employee's scope of responsibilities and the business needs of the County. In no circumstances may the stipend exceed the total cost of the service plan. The cell phone stipend is intended to cover a **portion** of the employee's cell phone expenses related to work duties. Purchase of the cell phone, accessory equipment, and activation fees will be the responsibility of the employee. The employee will pay all costs exceeding the amount of the cell phone stipend. The stipend is considered an employee taxable benefit and will be included as wages on the employee W-2. Similar to Plan A, the cell phone may be used for BOTH county and personal business and *no audit* is required.

Note: A County employee may not receive a stipend and carry a County owned device.
Under Plans A and B, Department Heads may require employees to provide proof of County work-related usage in order to determine the actual amount of the stipend.

EMPLOYEE RESPONSIBILITIES

Employees participating in the County cell phone plan are expected to:

- Provide the County Auditor with a copy of the Customer Agreement or like document and authority to access said account.
- Provide the County Auditor with a copy of any plan changes made to the cell phone plan.
- Keep their cell phones turned on during their designated working and on-call hours to assure they can be reached.
- Retrieve messages on voice mail if telephone calls are missed on the cell phone.
- Ensure cell phone use does not provide a distraction to the employee or others during work hours. (This includes setting the cell phone to a silent alert mode during meetings and other times that an interruption is undesirable.)
- Care for the equipment in a responsible manner and take appropriate precautions to prevent theft, damage, and vandalism.
- Provide adequate security for the phone to prevent unauthorized users from finding client/work-related telephone numbers stored in the cell phone memory. It is

recommended that confidential or non-published numbers not be stored in speed-dial function of the cell phone.

Employees receiving a cell phone stipend are expected to:

- Provide the County Auditor with a copy of a current monthly statement with the **Cell Phone Plan Enrollment and Acknowledgement Form**.
- Procure and maintain cellular service from a reliable carrier who provides service in the Roseau County area.
- Provide documentation in a manner prescribed by the Auditor's Office to activate and maintain monthly stipend payments.
- Notify the County Auditor within five (5) business days of the cellular service being disconnected.
- Limit personal calls, incoming and outgoing, during work hours so as not to interfere with County business or the performance of the employee's job.
- Purchase, replace or repair cellular phone device.

PROHIBITED ACTIVITIES

Employees participating in the County cell phone plan are prohibited from the following:

- Using the equipment for personal profit or gain.
- Using equipment to transmit, receive or distribute pornographic, obscene, abusive, or sexually explicit materials, or materials containing unclothed or partially clothed people.
- Violating any local, state, or federal law or engaging in any type of illegal activity.
- Using the equipment to engage in any form of gambling.
- Using the phone/device to engage in any type of harassment or discrimination, including but not limited to sexual harassment and harassment or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability or any other type of harassment or discrimination prohibited by law and County Policy.
- Using the phone/device to engage in any type of commercial enterprise unrelated to the specific purposes and needs of the County.
- Using the phone/device to engage in any form of solicitation without the express prior written consent of the Department Head.
- Using the phone/device to promote any political or private causes, or other activities, without the express prior written consent of the Department Head

Note: It is understood that employees of the County Attorney's Office, Sheriff's Department, and Social Services Department may be exposed to sexually explicit materials and other materials of a sensitive nature within the usual course and scope of their employment. Materials that are part of an ongoing investigation or prosecution shall not form the basis for a violation of prohibited activities under this policy unless the materials are used with the intent to sexually harass another person.

SAFETY

For safety reasons, use of a cell phone while driving a motor vehicle or operating heavy equipment should be kept to a minimum. Employees should pull off the road or use a hands-

free device to conduct business using a cell phone. In all cases, employees shall follow local and State regulations regarding the use of cell phones while operating a motor vehicle.

PRIVACY

Under Plan A, employees are provided county-owned cell phones to assist in the performance of their jobs. All such equipment is the property of the County and is to be used for County purposes. Employees with County-owned cell phones should have no expectation of privacy in anything they create, store, send or receive using a County cell phone.

POLICY VIOLATION

Employees participating in a County cell phone plan are subject to IRS rules, laws concerning data practices, and HIPPA compliance.

Violations of this policy will subject the user to disciplinary action in accordance with the personnel policy or collective bargaining agreement. The Department Heads will be responsible for enforcement within their departments.

ACKNOWLEDGEMENT

A Cell Phone Plan Enrollment and Acknowledgement Form will be required to be completed prior to any employee using a County-owned cell phone or receiving a cell phone stipend.

ITEM # Consent 8
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Ingaszewski, Patty	*Department Benefits Coordinator	*Board Meeting Date Aug 23 2011
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***Subject Title (As it will appear on the agenda):**
 Approve Professional Services Agreement for Consulting Services with Hildi Inc. for the Completion of GASB 45 Post Retirement Benefit Liability Analysis.

***Background (Provide sufficient detail of the subject):**
 The Government Accounting Standards Board (GASB) rule known as GASB 45 states that public employers must account for and report the annual cost of other post-retirement benefits (OPEB) for current and future retirees. To account for this, each county must complete an actuarial report that projects the county's liability related to these post-retirement health benefits. This agenda item is approving an agreement with Hildi, Inc in the amount of \$3500-\$3800 for the completion of this study. As an employer with less than 200 members, we are required to complete the actuarial study every three years. Hildi Inc. completed Roseau County's study for fiscal year 2008. This new agreement is for consulting services to complete the fiscal year 2011 GASB 45 actuarial study. Attached is a Q & A that explains the GASB Standard 45 requirements.

***Financial Consideration:**
 \$3500 - \$3800

***Legal Consideration:**
 Specialized Professional Service Agreement

***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
Johnston						
Folds						Failed
Rasmussen						
Walker						Tabled

ATTEST: Ann Marie Miller, Board Clerk

AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is entered into and dated September 8, 2011 by and between Hildi Inc. with offices located at 11800 Singletree Lane, Suite 305, Minneapolis, MN 55344 (hereinafter referred to as the "Consultant") and Roseau County with offices located at 606 5th Ave SW, Room 131, Roseau, MN 56751 (hereinafter referred to as the "Company"). Company and Consultant are jointly referred to as the "parties."

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.
2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within fifteen (15) days of receipt of Consultant's invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.
3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company's request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.
4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the "Work"), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a "work made for hire" any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a "work made for hire" or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for herein. If the Work contains materials previously developed or copyrighted by Consultant or others, Consultant grants and agrees to grant to Company, or

obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.
6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or suit against Company or its affiliates for which it is responsible hereunder. Company shall notify Consultant of any such claim, action or suit and shall

reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. IN NO EVENT SHALL COMPANY OR CONSULTANT BE LIABLE, ONE TO THE OTHER, FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE FURNISHING, PERFORMANCE OR USE OF ANY PRODUCTS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT.

8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.

9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.

10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.

11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.

12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.

13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.

14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company: Ms. Patty Ignaszewski
Benefits Administrator/HR Generalist
Roseau County
606 5th Ave SW, Room 131
Roseau, MN 56751

If to Consultant: Hildi Inc.
11800 Singletree Lane
Suite 305
Minneapolis, MN 55344
Attn: Jill Urdahl, FSA
President/Consulting Actuary

15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company’s express written consent.

16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.

17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.

18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.

19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.

IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

Company: Roseau County

Consultant: Hildi Inc.

By: _____
(Authorized Signature)

By: _____
(Authorized Signature)

Name: _____
(Print or Type)

Name: _____

Title: _____
(Print or Type)

Title: _____

Date: _____

Date: _____

(Please Note: A Signature is required on both page 5 and page 6. Thank you.)

The Anticipated Impact of Government Accounting Standards Board (GASB) Standard 45

Q: Who is affected by GASB Standard 45?

In general, all public sector employers offering post-employment benefits, other than pensions, will be required to reflect the costs of those benefits in their financial statements.

Q: What does the Standard require?

The GASB accounting standard 45 requires an employer to accrue the costs of other post-employment benefits (OPEB)¹ over the career of an employee and to disclose the amount of any unfunded liability.

For employers who choose to fully fund their OPEB liabilities, the annual expense is called the Annual Required Contribution (ARC). ARC is the sum of the annual costs for benefits earned during the year plus an amortization, or costing out, of expenses for benefits earned before the adoption of GASB 45.

For employers who do not fully fund the costs of these benefits, the annual expense also includes further adjustments because there are no investment earnings to offset the liability. Under this scenario, the reportable annual expense for an **unfunded** benefit plan could be as much as twice the annual expense for a **funded** plan. These increased costs are the primary reason that GASB 45 is so significant to public sector employees, since most OPEB are not fully funded for the anticipated liability.

Q: Today, most public sector OPEB are funded on a ‘pay-as-you-go’ basis, does GASB Standard 45 require advance funding?

GASB 45 DOES NOT REQUIRE advanced funding. The decision whether to fund the benefits has no impact on the actual cash costs eventually paid out as plan benefits.

The impact of this decision will however have a significant impact on the accounting process. The standard creates a strong incentive to fund. (See question on Standard requirements above) Employers who fund these benefits will generally be able to use more favorable accounting methods, which result in significantly lower OPEB costs. Furthermore, bond rating agencies may look

¹ Post retirement benefits OTHER than pension

unfavorably on governmental employers that do not have a plan for funding their OPEB obligations.

Q: Do the standards require an actuarial valuation?

The short answer is YES. The purpose(s) of a valuation is to:

- (a) Determine the potential monetary liability of the retiree health plan;
- (b) Budget for GASB costs and to properly distribute costs among employee classifications;
- (c) Aid in developing strategies for managing costs through funding or managing plan costs; and
- (d) Employers may use data contained within these actuarial valuations to “aid” them in union negotiations.

The valuation required by GASB 45 is similar to pension valuations which have been required for years under GASB 25: *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans* and GASB 27: *Accounting for Pensions by State and Local Governmental Employers*. However, the valuation under GASB 45 requires health care assumptions that are not present in pension valuations, such as premium rates and claim cost assumptions, health care trends (inflation) and levels of participation.

Q: How frequently are valuations required?

- ❖ Every 2 years if 200 or more members
- ❖ Every 3 years if less than 200 members

A member is defined as an active employee, a former employee with vested benefits, a retiree, a spouse or a widow(er).

Q: What do employers need to do?

Public sector employers need to develop a course of action to:

- (a) Meet the reporting requirements under the accounting standards and
- (b) Manage their financial and political impact.

In order to develop a course of action, public sector employers need to:

- (a) Understand whether the accounting standards apply and if so, to understand the legal and benefit design aspects of the plan;

- (b) Conduct a preliminary actuarial analysis to determine whether the liabilities and annual expense require any action; and
- (c) All employers will need to understand the impact on their bond ratings and decide on a funding strategy. Some employers will rely solely on funding strategies to manage the expense, while others will develop strategies to manage costs through benefit plan changes or cost management. All employers will want to anticipate questions from bond rating agencies, taxpayers, and retirees.

Q: How will the financial impact of OPEB expenses be documented?

OPEB expenses will be shown in the *Statement of Activities* on jurisdictional financial statements.

Actuarial accrued liability will be disclosed on a *Schedule of Funding* progress report, typically presented as “required supplementary information.”

Unfunded plans will be required to show the unfunded liability on the *Statement of Net Assets*.

Q: What is the potential investment impact of GASB Standard 45?

Municipal bond and credit ratings will be affected by the results of GASB valuations and related decisions on whether to fund the liabilities.

The cost of borrowing may increase and bond ratings may be affected if liabilities are unfunded or strategies are not developed to manage costs.

Q: How does OPEB/GASB 45 fit into the rating process?

Investor services, such as Standard and Poor’s, will assess a) management, b) finances and c) debt factors by asking specific questions.

- (a) Investor services will use a series of questions to review **management** criteria. For example:
 - Is the jurisdiction actively pursuing alternatives to soften the impact of OPEB obligations incurred under GASB 45?
 - Where does the OPEB problem rank in relation to other planning priorities?
 - How conservative (or aggressive) are the methods and assumptions being used to determine OPEB liabilities and plan for the future?

- (b) Investor services will ask questions to review **financial** criteria:
- Are there other areas in the budget to cut to make room for increasing OPEB costs?
 - Will total carrying charges of bond debt service, pension contributions, plus OPEB contributions be sustainable given existing (or projected) resources?
- (c) Investor services will ask questions to review the **debt** criteria:
- What is the legal obligation of the employer to meet retiree health care obligations and to pay benefits?
 - How does OPEB alter the long-term liability landscape for the employer?
 - Does OPEB put the employer at a comparative disadvantage in relation to its peers from the standpoint of total long-term liabilities?

Q: How will GASB 45 impact OPEB benefits received by IAFF members?

GASB Standard 45 creates challenges for IAFF affiliates. Affiliates will most likely be faced with employer proposals to reduce OPEB liabilities by:

- Lowering the level of retiree health care benefits granted;
- Offering new employees (or new retirees) a reduced benefit level; or
- Placing a cap on total OPEB employer provided benefits.

Affiliate leaders should insist on labor-management discussions to develop alternative solutions to these proposals. For example, leaders should be prepared to consider options like establishing a Retiree Medical Trust (RMT). RMTs give future retirees a lifetime of benefit payments for medical costs and insurance premiums, similar to a defined benefit pension. RMT Insurance includes medical, hospital, vision, dental and long-term care policies. The benefit payment can be used on individual or group medical policies (for example, the spouse's group coverage). A government may implement an RMT that does not create liabilities for Government Accounting Standards Board (GASB) reporting. When established through consultation with the plan's accountants and attorney and carefully defining the contribution to the plan, employers may avoid reporting liability for benefits under GASB 45. Even when such reporting may be advisable, the effect on financial statements can be minimized with an explanation that the benefits are not vested, and can be reduced when necessary for financial soundness of the plan.

**Exhibit 1 to
AGREEMENT FOR CONSULTING SERVICES
Consultant and Rate Schedule**

Consultant Representative's Name	Title	Effective Start Date	Expected End Date
Hildi Inc. Actuaries and Consultants	Consulting Actuaries	September 8, 2011	TBD
Base Fees			
The budget for the GASB 45 Actuarial Valuation is approximately \$3,500-\$3,800. For full description of services and fees please reference the "Fee Proposal" section of the July 9, 2009 RFP submitted by Hildi Inc.			
The term of the Agreement for Consulting Services is for the 1/1/2011 GASB 45 actuarial valuation which is the fiscal year of 1/1/2011 through 12/31/2011. This GASB 45 valuation can be used for the three disclosure cycles ending at December 31, 2011, December 31, 2012 and December 31, 2013. All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation. Additional charges may occur if there is out of scope work due to an OPEB Trust, changes in funding or investment policy for the OPEBs, or changes in plan provisions or assumptions.			

SERVICES OR REQUIREMENTS:

The Agreement for Consulting Services is dated September 8, 2011.

Company: Roseau County

Consultant: Hildi Inc.

(Authorized Signature)

(Authorized Signature)

(Date)

(Date)

(Please Note: A Signature is required on both page 5 and page 6. Thank you.)



**MINNESOTA TRAIL ASSISTANCE PROGRAM
REQUEST FOR REIMBURSEMENT**

Sponsor <i>Roseau County</i>	Trail/Area Name <i>Bemis Hill / BELTRAMI FOREST</i>	
Period covered by this statement: <i>MAY - AUG 2011</i>	FROM: <i>MAY 2011</i>	TO: <i>AUG 2011</i>

EXPENDITURES

A. Administration \$ 72⁰⁰
 B. Acquisition \$ —
 C. Construction \$ —
 D. Facilities \$ —
 E. Map Printing \$ —
 Sub-Total A through E \$ 72⁰⁰
 F. Maintenance \$ 2721.69
 G. Grooming \$ —
 H. Liability Insurance \$ —
 Sub-total F and H \$ 2721.69

CHECK LIST

- Any Bids Required?
- Original Signatures on All Copies?
- Signed Work Sheets & Grooming Logs?
- Invoices for Purchases & Services over \$100.00

\$ 72⁰⁰
 State Cost 65% \$ 46.80

(10% limited on shared winter use trails)

State Cost 90% \$ 2449.52

Grand Total (State Cost) \$ 2496.32

Original Amount and Year of Grant \$ 12,000
 Expenditures to Date (including this Request) \$ 2496.32
 Balance Left in Account \$ 9503.68

DEVELOPMENT

(Accomplishments)
 Number of miles constructed to date _____
 Number of bridges _____
 Number of parking areas _____

(Handwritten slash through lines)

GROOMING (Accomplishments)

Number of miles maintained (this reimbursement only) _____
 Trail width _____
 Miles traveled by grooming equipment _____

288
—
—

APPROVAL I hereby certify that the materials and/or services shown on attached invoices have been delivered, that this is my only original invoice and is correct and just, and that no part of same has been paid.

	Signature - Administrator <i>Michael Sklar</i>	Date 9-8-11
County	signature - Title Auditor/Clerk	Date



THIS INVOICE APPROVED FOR PAYMENT BY:

Regional Supervisor	Date	FY	Vendor Number	Amount
Area Tralls & Waterways Supervisor	Date	Purchase Order Number PO R 29 _____		Line Number
		Invoice Number:		Doc #
		Signature:		

ITEM # Consent 9
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Mike Klein ▼	Northstar ATV Club ▼	Sep ▼	13 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Approve Northstar ATV Club Minnesota Trail Assistance Program Request for Reimbursement

***Background (Provide sufficient detail of the subject):**
 Mike Klein is requesting Minnesota Trail Program reimbursement for work done by the Northstar ATV club on the Bemis Hill/Beltrami Forest Trail in the amount of \$2496.32.

***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

MINNESOTA TRAIL ASSISTANCE PROGRAM WORKSHEET

Trail Name: Bemis Hill Area					Sponsor: Roseau County								7/30/2011		
Date	Operator Name	Labor			Mode of Transportation	Transportation			Other Equipment	Other Equipment			Total Cost	Type of Work & Location	Expenditure Type
		Hours	Rate	Cost		Miles	Rate	Cost		Hours	Rate	Cost			
(1)	(2)	(3)	(4)	(5)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
5/14/2011	Mike Klein	3	\$16.00	\$48.00	4x4 truck	50	\$0.66	\$33.00	Ranger	2.5	\$22.00	\$55.00	\$136.00	Aggiss and Hammer Hills (31 miles)	Main
									chain saw	1	\$7.48	\$7.48	\$7.48		
6/3/2011	Mike Klein	2	\$16.00	\$32.00	4x4 truck	50	\$0.66	\$33.00	Ranger	2	\$22.00	\$44.00	\$109.00	Stanton area (29 miles)	Main
6/18/2011	Terry George	2	\$16.00	\$32.00	4x4 truck	60	\$0.66	\$39.60	Ranger	5	\$22.00	\$110.00	\$181.60	Stanton, Win. Silo, Hammer Hills (40 miles)	Main
	Teri George	7	\$16.00	\$112.00									\$112.00		
6/30/2011	Tony Fitcher	2	\$16.00	\$32.00	4x4 truck	40	\$0.66	\$26.40	Ranger	5	\$22.00	\$110.00	\$168.40	Bemis, stotts, Penturn Church (68 miles)	Main
									chain saw	0.75	\$7.48	\$5.61	\$5.61		
	Mike Klein	7	\$16.00	\$112.00	4x4 truck	40	\$0.66	\$26.40				\$0.00	\$138.40		
7/23/2011	Mike Klein	9	\$16.00	\$144.00	4x4 truck	42	\$0.66	\$27.72	chain saw	1	\$7.48	\$7.48	\$179.20	Bemis, stanton, hammer hills(40 miles). High winds earlier	Main
				\$0.00	ATV	40	\$0.50	\$20.00				\$0.00	\$20.00		
	Keith Peppi	9	\$16.00	\$144.00	4x4 truck	42	\$0.66	\$27.72	chain saw	3	\$7.48	\$22.44	\$194.16		
				\$0.00	ATV	40	\$0.50	\$20.00				\$0.00	\$20.00		
7/30/2011	Mike Klein	3	\$12.00	\$36.00									\$36.00		Admin
TOTALS				\$656.00				\$253.84				\$362.01	\$1,271.85		

I certify that the material and/or services shown on this worksheet are correct and just, and that no part of same has been previously submitted for payment.

Authorized signature	Date
	9-8-11

MINNESOTA TRAIL ASSISTANCE PROGRAM WORKSHEET

Trail Name: Bemis Hill Area					Sponsor: Roseau County								Date: 9-5-2011		
Date	Operator Name	Labor			Mode of Transportation	Transportation			Other Equipment	Other Equipment			Total Cost	Type of Work & Location	Expenditure Type
		Hours	Rate	Cost		Miles	Rate	Cost		Hours	Rate	Cost			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
8/6/2011	Shane Jobman	6.50	\$16.00	\$104.00	4x4 truck	50	\$0.66	\$33.00	chain saw	2.00	\$7.48	\$14.96	\$151.96	covered all trails (storm damage)	Main
	Patrick Jobman	6.50	\$16.00	\$104.00	ATV	45	\$0.50	\$22.50				\$0.00	\$126.50		
	Ryan Jobman	6.50	\$16.00	\$104.00	ATV	45	\$0.50	\$22.50				\$0.00	\$126.50		
	Gene Bourdon	2.50	\$16.00	\$40.00	4x4 truck	50	\$0.66	\$33.00	Ranger	4.00	\$22.00	\$88.00	\$161.00		
	Martin Enoksen	8.00	\$16.00	\$128.00	4x4 truck	81	\$0.66	\$53.46	chain saw	2.00	\$7.48	\$14.96	\$196.42		
					ATV	40	\$0.50	\$20.00					\$20.00		
	Terry George	3.00	\$16.00	\$48.00	4x4 truck	60	\$0.66	\$39.60	Ranger	3.00	\$22.00	\$66.00	\$153.60		
									chain saw	3.00	\$7.48	\$22.44	\$22.44		
	Keith Myers	8.50	\$16.00	\$136.00	4x4 truck	120	\$0.66	\$79.20				\$0.00	\$215.20		
	Mike Klein	2.00	\$16.00	\$32.00	4x4 truck	50	\$0.66	\$33.00	Ranger	4.00	\$22.00	\$88.00	\$153.00		
									chain saw	1.00	\$7.48	\$7.48	\$7.48		
	Jeff Lovold	6.00	\$16.00	\$96.00	4x4 truck	50	\$0.66	\$33.00	chain saw	0.50	\$7.48	\$3.74	\$132.74		
					ATV	20	\$0.50	\$10.00				\$0.00	\$10.00		
8/20/2011	Mike Klein	3.00	\$12.00	\$36.00									\$36.00		Admin
TOTALS				\$828.00				\$379.26				\$305.58	\$1,512.84		

I certify that the material and/or services shown on this worksheet are correct and just, and that no part of same has been previously submitted for payment.

Authorized signature

Michael A Klein

Date

9-8-11

ITEM # Consent 9
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date	
Pelowski, Jeff ▼	Coordinator ▼	Sep ▼	13 ▼ 2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Approve Board of Water and Soil Natural Resources Block Grant

***Background (Provide sufficient detail of the subject):**
 Scott Johnson is requesting Board approval of the attached BWSR Natural Resources Block Grant.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

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

Board Action:

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

ATTEST: Ann Marie Miller, Board Clerk

**Board of Water & Soil Resources
Natural Resources Block Grant
FINAL Program Allocation and Contribution Plan**

County: Roseau Grant Period: July 1, 2009 to June 30, 2011 Fiscal Year: 10
 The following lists the eligible state program fund amounts and required minimum match. P.O. 16474, 16898 P1 20754, 21208

State Fund		Required Match	
LWM	\$20,719	Levy:	\$2,465
WCA	\$27,613	1:1	\$27,613
DNR Shoreland	\$3,073	1:1	\$3,073
MPCA SSTS	\$9,931	NA	
MPCA Feedlot Base	\$0	0.7:1	\$0
MPCA Feedlot PC* Award		NA	

The following designates grant amounts to be used and match amounts to be provided by specified program participants.

PROGRAM PARTICIPANTS	LWM		WCA		DNR SHORELAND		MPCA STSS		MPCA FEEDLOT		
	Grant \$	County Levy	Grant \$	Match	Grant \$	Match	Grant	Match	Grant \$	Match	PC Award*
COUNTY DEPT:											
Environmental Office					\$3,073	\$3,073	\$9,931				
SWCD:	\$20,719	\$2,465	\$24,552	\$27,075							
CITIES:											
OTHER:											
PROGRAM SUMMARY	\$20,719	\$2,465	\$24,552	\$27,075	\$3,073	\$3,073	\$9,931	\$0	\$0	\$0	\$0
PROGRAM CONTRIBUTION	\$23,184		\$51,627		\$6,146		\$9,931		\$0		
Total Program Contribution:										\$90,888	

*PC = Performance Credit

Actual use of grant and match amounts and the entity using/providing must be reported in eLINK.

BY SIGNING BELOW, WE AGREE to expend grant and match amounts as listed above and to provide documentation to support these actions.

Organization:	Roseau County
Printed Name:	
Title:	County Commissioner Chair
Phone Number:	218-463-4248
Signature:	Date:

Organization:	Roseau County Highway Dept
Printed Name:	Brian Kettring
Title:	Roseau County Engineer
Phone Number:	218-463-2063
Signature:	Date: 9/1/2011

Organization:	Environmental Office
Printed Name:	Jeff Pelowski
Title:	Environmental Officer
Phone Number:	218-463-3950
Signature:	Date: 9/9/11

Organization:	Roseau SWCD
Printed Name:	Scott Johnson
Title:	District Manager
Phone Number:	218-463-1903
Signature:	Date: 9/1/2011

I verify that this Program Allocation and Contribution Plan represents the county's request for state funds and the required minimum local match for each specified program.

County LWPer Signature

Date

This NRBG Program Allocation and Contribution Plan meets minimum NRBG requirements.

Board Conservationist Signature

Date

ITEM # HR Comm
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date	
Pelowski, Jeff ▼	Coordinator ▼	Sep ▼	13 ▼ 2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Approve Uniform Hiring Policy

***Background (Provide sufficient detail of the subject):**
 The Human Resource Committee is requesting Board Approval of the County's Uniform Hiring Policy. Please see attached.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

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



UNIFORM HIRING POLICY PRACTICES

1.1 **Policy Statement**

Employment of competent and qualified employees in compliance with all pertinent laws and government regulations is essential to the County's success. ~~as an effective, progressive business enterprise.~~ To ~~ensure~~ guarantee a consistent and effective employment program, the County has officially adopted this Policy, the County Personnel Act. ~~Under this act, the county appoints a Personnel Director who manages the hiring process. At Roseau County the Personnel Director is the County Coordinator. (The County Board needs to rescind Resolution 2006-12-10, (previously adopted Uniform Hiring Policy/Personnel Act), per recommendation from County Attorney Karen Foss --- reference Attached Resolution)~~

1.2 **Authorization to Establish Positions**

The County Board possesses the sole authority to establish new positions and to approve filling of all vacancies not governed by elected official authority.

1.3 **Procedure for Filling a Vacancy or a New Position**

When there is ~~a regular or temporary full-time, regular or a part-time, or a temporary employment vacancy, or a need to establish a new position~~ within a department, the following procedures shall be followed in filling said vacancy/position:

- ~~a.~~ For all full-time vacancies, the department head is required to complete a vacancy approval form to assess the need to replace the position and whether or not the position could be filled with a part-time employee, two part-time employees, work accomplished in some other fashion, or whether justification exists to re-fill the position.
- ~~a.b.~~ The department head will notify the County Coordinator of the vacancy, or need for a new position, through a Request for Board Action (RBA).
- ~~c.~~ Request to fill the vacancy will go before the Board for approval.
- ~~b.~~ The request will be presented to the County Board by the Coordinator and Department Head.
- ~~c.d.~~ Upon approval of the Board, the position will be advertised according to MN Statutes, (format will be provided by the Coordinator's Office), and county policy.
- ~~d.e.~~ County employment applications will be provided to the Department Head by the Coordinator's Office, and may be accessible via are available from the County Coordinator, the Auditor's Office, or may be accessed on the county web site.

- e. ~~Completed applications will be kept on-file in the Coordinator's Office and a database of applicants will be created.~~
- ff. Applicants will be screened for qualifications and/or tested by the Department Head. ~~The Department Head will determine which applicants will be interviewed; but, they must follow the "Veterans Preference Point System" format provided by the Coordinator's Office.~~ hiring committee which shall consist of the County Coordinator, the Department Head and/or Supervisor, and one (1) other person ~~Department Head and/or other employee at the Department Head's discretion.~~
- gg. ~~Interviews will be conducted by the Hiring Committee. Interviews will be conducted in accordance with MN Statutes by the Department Head and an interview team selected by said Department Head. The Department Head and Coordinator will draft the applicable interview questions. (Note: The County Board has the authority to be present for interviews)~~
- hh. ~~The Department Head shall make a hiring recommendation to the County Board and the Board will take action on the recommendation. Unless waived during the approval to advertise for the position phase, the hiring recommendation will go before the County Board for their approval.~~
- i. ~~The County Board will take action on the hiring recommendation.~~
- jj. The chosen applicant will be verbally notified of selection by the Department Head. ~~The Department Head will send a formal offer letter, as provided by the Coordinator's Office, as the official notification of employment. The prospective employee must sign and return one copy of the official notification.~~ Coordinator's office.
- jk. Background checks will be conducted by the Coordinator's Office, in coordination with the Department Head, on all employees hired by Roseau County and, if requested, the chosen applicant must obtain a fitness for duty test, medical examination and/or a psychological examination~~a~~.
- kl. Unsuccessful applicants will be notified by the Coordinator's Office ~~as soon as possible~~ following the hiring decision by the County Board.
- lm. Interview notes and applications must be returned to the Coordinator's office upon immediately following completion of the interview process. ~~the completed interviews.~~
- n. ~~When possible, newly hired employees will begin employment at the beginning of a pay period.~~
- m. ~~The Roseau County Board shall adminster the hiring of hires~~ all Department Heads, per the proceures outlined in this Policy.

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1.4 Procedure for Filling a Seasonal Vacancy

Department heads do not need County Board approval to hire or replace seasonal employees provided the position and/or hours have been approved in the Department budget. However, ~~the position must be advertised and a systematic hiring procedure must be utilized and documented by the Department Head, a hiring summary provided to the office of the County Coordinator.~~ In the event the position or hours are not approved in the budget, the Department Head will present the request to notify the County Coordinator of the specific need for additional staff including estimated number of hours, length of time, and total budget request. ~~The request will go before the~~ County Board for action approval. Upon approval of the County Board, the Department Head can fill the temporary seasonal position at their discretion, ~~according to their individual department policy.~~

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1.5 Policy for Filling New Position

~~Department Heads wishing to create a new position within their department should contact the County Coordinator. Establishment of new positions should where possible track with the budget planning cycle so the addition can be planned for and included in the budget.~~

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1.5 Policy for Emergency Hiring

In the event a Department Head has an emergent need to fill a position, or positions, based on public safety, the Department Head shall hire at will to fill said vacancy, or vacancies, without regard to the procedures of the Uniform Hiring Policy of Roseau County.

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1.6 Reassignment of Duties

Department Heads shall have the authority to reassign duties to employees with the same job title within their department. Such changes shall be at the discretion of the Department Head to enhance the efficiency of the department and/or to respond to changed requirements. Such activity shall not be subject to vacancy/new position policies. Transfers of employees with the same job description to new departments shall be subject to all policies for vacancy/new positions.

1.7 Orientation

- a. The Department Head shall be responsible for orienting new employees to the Roseau County Employee Handbook, provided by the Coordinator's Office, and reviewing the following primary policies:

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1. Job duties and responsibilities;
2. Hours of work, lunch and rest periods;
3. Layout of facility;
4. Performance reviews;
5. Recording of hours worked;
6. Vacation schedule;

- ~~78.~~ Holiday schedule;
- ~~89.~~ Sick leave;
- ~~940.~~ Other leaves of absence;
- ~~104.~~ Reporting of leaves (sick, vacation, holiday and other leaves of absence);
- ~~112.~~ Overtime;
- ~~123.~~ Expense reimbursement, if applicable;
- ~~134.~~ Compensation Schedule
- ~~146.~~ Other County and departmental policies and rules

b. The Auditor's Office shall be responsible for orienting new employees to:

- 1. Payroll procedures;
- ~~2. Union obligations, if applicable;~~
- ~~23.~~ Payroll personnel Records
- ~~34.~~ Key/access control policy and will issue keys/FOB.

c. The Coordinator's Office will be responsible for:

- ~~e.~~
- 1. Health/Life Insurance Benefits;
- 2. Other Optional Benefits;
- 3. ~~Issuing the Employee Handbook; Sending Out New Employee Announcement~~
- 4. ~~Personnel Records, (including applicable Payroll Records); Introduction of New Employee to the Board of Commissioners~~
- 5. E-mail set up and adding name to phone directory.

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~~1.8 Applications~~

~~All applications for County positions shall be processed through the Coordinator's office unless postings indicate otherwise.~~

~~1.89 Internal Transfer Policy~~

The County ~~Board allows encourages~~ employees to apply for open positions ~~as advertised within the County employment.~~ If an employee is ~~selected for the open offered a~~ position in another department and chooses to transfer to that position, the employee retains their original hiring date. ~~If the position is within the same grade, the employee maintains their current grade and step. If the position is at a higher grade the employee moves diagonally to the step that is higher than, but closest to, their current rate. For example, an employee currently employed at a Grade 5 Step D and hired for a Grade 6 position in another department would move to Grade 6 Step B. The County retains the right to make exceptions to this policy.~~

~~1.940 Promotion Policy~~

The County ~~Board~~ supports and encourages professional development of its employees. Should an employee be offered a promotion within their department, that employee retains their original hire date and moves to the ~~applicable grade for the position, (ie. of the promotion to the grade/step that is higher than, but closest to, their current rate), and diagonally and one step back.~~ For example, an employee who is currently employed at a ~~Grade 8 Step C and is promoted to a Grade 9 position would move to Grade 9 Step B.~~ Situations where the promotion involves a change of 2 or more grades, or a promotion that

requires the employee to master a completely different set of knowledge and skills, will be handled on a case-by-case basis based on the recommendation of the Department Head and approval of the County Board.

1.1044 Rehire

Previous Roseau County employees who have left employment in good standing can apply for open positions within Roseau County. ~~employment.~~ Previous employment with the County does not guarantee future employment. Re-employment will be considered based upon ~~qualifications~~ for the open position, ~~and the provisions outlined in this Policy.~~

Roseau County may at times hire persons who have separated employment for purposes of retirement. If so, Roseau County will follow State and Federal regulations and PERA guidelines. ~~To be considered retired by PERA, the employee must terminate public service. The employee is not considered retired if there is any kind of prior agreement with the employer to return to work at a later date. If, after retirement, a person later returns to PERA covered employment, there must have been at least a 30-day break in public service. Should an employee return to a PERA covered job, they will continue to collect retirement benefits and pay no contributions to PERA. Annual earnings limitations established by the federal agency may apply. Re-hire wage and benefit terms will be established at the point of re-hire and will be determined based on the recommendation of the department head and approval of the County Board of Commissioners. Roseau County is under no obligation to offer or continue employment of retirees. Continued employment will be subject to County need and employee performance. Employment remains at will between employer and employee.~~



UNIFORM HIRING POLICY

1.1 Policy Statement

Employment of competent and qualified employees in compliance with all pertinent laws and government regulations is essential to the County's success. To ensure a consistent and effective employment program, the County has officially adopted this Policy.

1.2 Authorization to Establish Positions

The County Board possesses the sole authority to establish new positions and to approve filling of all vacancies not governed by elected official authority.

1.3 Procedure for Filling a Vacancy or a New Position

When there is **a regular full-time, regular part-time**, or a **temporary** employment vacancy, or a need to establish a **new position** within a department, the following procedures shall be followed in filling said vacancy/position:

- a. The department head will notify the County Coordinator of the vacancy, or need for a new position, through a Request for Board Action (RBA).
- b. The request will be presented to the County Board by the Coordinator and Department Head.
- c. Upon approval of the Board, the position will be advertised according to MN Statutes, (format will be provided by the Coordinator's Office).
- d. County employment applications will be provided to the Department Head by the Coordinator's Office, and may be accessible via the county web site.
- e. Completed applications will be kept on-file in the Coordinator's Office and a database of applicants will be created.
- f. Applicants will be screened for qualifications and/or tested by the Department Head. The Department Head will determine which applicants will be interviewed; but, they must follow the "Veterans Preference Point System" format provided by the Coordinator's Office.
- g. Interviews will be conducted in accordance with MN Statutes by the Department Head and an interview team selected by said Department Head. The Department Head and Coordinator will draft the applicable questions. (Note: The County Board has the authority to be present for interviews)

- h. The Department Head shall make a hiring recommendation to the County Board and the Board will take action on the recommendation.
- i. The chosen applicant will be verbally notified of selection by the Department Head. The Department Head will send a formal offer letter, as provided by the Coordinator's Office, as the official notification of employment. The prospective employee must sign and return one copy of the official notification.
- j. Background checks will be conducted by the Coordinator's Office, in coordination with the Department Head, on all employees hired by Roseau County and, if requested, the chosen applicant must obtain a fitness for duty test, medical examination and/or a psychological examination.
- k. Unsuccessful applicants will be notified by the Coordinator's Office following the hiring decision of the County Board.
- l. Interview notes and applications must be returned to the Coordinator's office upon completion of the interview process.
- m. The Roseau County Board shall administer the hiring of all Department Heads, per the procedures outlined in this Policy.

1.4 **Procedure for Filling a Seasonal Vacancy**

Department heads do not need County Board approval to hire or replace ***seasonal*** employees provided the position and/or hours have been approved in the Department budget. However, a systematic hiring procedure must be utilized and documented by the Department Head. In the event the position or hours are not approved in the budget, the Department Head will present the request to the County Board for action. Upon approval of the County Board, the Department Head can fill the ***seasonal*** position at their discretion.

1.5 **Policy for Emergency Hiring**

In the event a Department Head has an emergent need to fill a position, or positions, based on public safety, the Department Head shall hire at will to fill said vacancy, or vacancies, without regard to the procedures of the Uniform Hiring Policy of Roseau County.

1.6 **Reassignment of Duties**

Department Heads shall have the authority to reassign duties to employees with the same job title within their department. Such changes shall be at the discretion of the Department Head to enhance the efficiency of the department and/or to respond to changed requirements. Such activity shall not be subject to vacancy/new position policies. Transfers of employees with the same job description to new departments shall be subject to all policies for vacancy/new positions.

1.7 Orientation

- a. The Department Head shall be responsible for orienting new employees to the Roseau County Employee Handbook, provided by the Coordinator's Office, and reviewing the following primary policies:
 1. Job duties and responsibilities;
 2. Hours of work, lunch and rest periods;
 3. Layout of facility;
 4. Performance reviews;
 5. Recording of hours worked;
 6. Vacation schedule;
 7. Holiday schedule;
 8. Sick leave;
 9. Other leaves of absence;
 10. Reporting of leave (sick, vacation, holiday and other leaves of absence);
 11. Overtime;
 12. Expense reimbursement, if applicable;
 13. Compensation schedule;
 14. Other County and departmental policies and rules.

- b. The Auditor's Office shall be responsible for orienting new employees to:
 1. Payroll procedures;
 2. Payroll Records;
 3. Key/access control policy and will issue keys/FOB.

- c. The Coordinator's Office will be responsible for:
 1. Health/Life Insurance Benefits;
 2. Other Optional Benefits;
 3. Issuing the Employee Handbook;
 4. Personnel Records, (including applicable Payroll Records);
 5. E-mail set up and adding name to phone directory.

1.8 Internal Transfer Policy

The County Board allows employees to apply for open positions as advertised within the County. If an employee is selected for the open position in another department and chooses to transfer to that position, the employee retains their original hiring date.

1.9 Promotion Policy

The County Board supports and encourages professional development of its employees. Should an employee be offered a promotion within their department, that employee retains their original hire date and moves to the applicable grade for the position, (ie. to the grade/step that is higher than, but closest to, their current rate). Situations where the promotion involves a change of 2 or more grades, or a promotion that requires the employee to master a completely different set of knowledge and skills, will be handled on a case-by-case basis based on the recommendation of the Department Head and approval of the County Board.

1.10 Rehire

Previous Roseau County employees who have left employment in good standing can apply for open positions within Roseau County. Previous employment with the County does not guarantee future employment. Re-employment will be considered based upon qualifications for the open position, and the provisions outlined in this Policy.

Roseau County may at times hire persons who have separated employment for purposes of retirement. If so, Roseau County will follow State and Federal regulations and PERA guidelines.

ITEM # Auditor's Off
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Monsrud, Martie ▼	Auditor ▼	Sep ▼	13 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Discuss 2012 Appropriations

***Background (Provide sufficient detail of the subject):**
 The Board will discuss appropriation requests for 2012.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Ann Marie Miller, Board Clerk

Roseau County Appropriations

Requestor	2010 Actual	2011 Amount Requested	2011 Actual	2012 Amount Requested
Con Con JPNRB	\$2,000	\$1,000		\$1,000
Roseau County SWCD	\$60,000	\$87,100	\$60,000	\$84,856
Roseau County Historical Society	\$40,000	\$50,000	\$40,000	\$50,000
Retired Senior Volunteer Program	\$0	\$1,000	\$1,000	\$0
Rural Life Outreach of NW MN	\$750	\$1,000	\$250	\$1,000
NW Regional Library	\$91,857	\$94,421	\$91,857	Waiting for State #'s
NCLU CB (Member Dues)	\$2,500	\$2,000	\$2,000	\$2,000
Roseau County Ag Society (Fair)	\$15,000	\$15,000	\$15,000	\$15,000
Memorial Day	\$600	\$600	\$600	
Area Ag Information Center	\$750	\$750	\$750	
MN Heartland Tourism	\$250	\$250	\$250	
Red River Basin Comm	\$347	\$347	\$347	
Pembina Trail RCD Association	\$500	\$500	\$500	\$0
Red River Valley Develop Assoc	\$347	\$800	\$800	\$800
Roseau County Senior Med Travel	\$4,465	\$4,465	\$4,465	

ITEM # Consent 11
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Foss, Karen	*Department Attorney	*Board Meeting Date Sep 13 2011
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***Subject Title (As it will appear on the agenda):**
 Joint Powers Agreement

***Background (Provide sufficient detail of the subject):**
 The Joint Powers Agreement with Law Enforcement agencies within the County should be updated due to new administration within certain agencies. Requesting that the board approve this new agreement as attached.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

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

JOINT POWERS AGREEMENT LAW ENFORCEMENT MUTUAL ASSISTANCE

THIS AGREEMENT, entered into by and among **ROSEAU COUNTY**, the **CITY OF GREENBUSH**, hereinafter referred to as “Greenbush”, the **CITY OF ROSEAU**, hereinafter referred to as “Roseau”, the **CITY OF WARROAD**, hereinafter referred to as “Warroad”, and the **CITY OF BAUDETTE**, hereinafter referred to as “Baudette”, and **LAKE OF THE WOODS COUNTY**, hereinafter referred to as “L.O.W. County”, all parties being governmental and political subdivisions of the State of Minnesota.

WITNESSETH:

WHEREAS, Roseau County, L.O.W. County, Greenbush, Roseau, Baudette, and Warroad employ licensed peace officers for the purpose of maintaining law and order within their respective jurisdictions and affording police protection to their respective citizens; and

WHEREAS, the law enforcement officers of Roseau County, L.O.W. County, Greenbush, Roseau, Baudette, and Warroad are vested with powers appropriate to accomplish these purposes, and

WHEREAS, Roseau County, L.O.W. County, Greenbush, Roseau, Baudette, and Warroad are desirous of having their respective law enforcement officers extend their services beyond their respective jurisdictions for the purpose of providing assistance in emergency situations to enforce the statutes and ordinances enacted by the State of Minnesota and ordained by Roseau County, L.O.W. County, Greenbush, Roseau, Baudette, and Warroad respectively;

NOW, THEREFORE, Roseau County, L.O.W. County, Greenbush, Roseau, Baudette, and Warroad, pursuant to the authority contained in Minnesota Statutes, Section 471.59, commonly known as the Joint Powers Act, in order to accomplish the foregoing purposes, agree as follows:

1. RESPONDING PARTIES TO ASSIST

Upon the request of any of the parties, any and all other parties shall provide assistance and the responding party or parties shall direct its law enforcement officers to provide assistance to the requesting party. Such assistance shall be provided by the responding law enforcement officers in a manner appropriate under the circumstances.

2. OFFICERS TO PROTECT OWN JURISDICTION FIRST

It is the express understanding of the parties hereto that the first and foremost priority of the law enforcement forces of all jurisdictions is to maintain law and

order and provide police protection within their respective jurisdictions. It is therefore expressly understood that the assistance contracted for by this Agreement shall be provided only if the officers requested to provide assistance can provide such assistance without unduly jeopardizing the law and order of police protection within their respective jurisdictions.

3. OFFICERS TO RETURN TO ROSEAU COUNTY, L.O.W. COUNTY, GREENBUSH, ROSEAU, BAUDETTE, AND WARROAD WHEN NEEDED; LIMITATIONS

If at any time while the law enforcement officers of one party are giving assistance to the law enforcement officers of the other party it becomes apparent that the law and order and police protection of the party whose officers are giving assistance is jeopardized, such officers may immediately terminate the giving of such assistance and return to their jurisdiction: provided that such officers shall not terminate the giving of such assistance if the lives of the officers of the party which requested assistance would be put in jeopardy.

4. NO LIABILITY FOR FAILING TO ASSIST

It is expressly understood that Roseau County, L.O.W. County, Greenbush, Roseau, Baudette, and Warroad shall not be in any way liable for any claim based upon a failure for any reason of the law enforcement officers of one jurisdiction to provide assistance when requested by the law enforcement officers of the other jurisdiction.

5. REQUESTING OFFICERS AUTHORITY OVER ASSISTANT OFFICERS

It is expressly understood and agreed that the law enforcement officers who respond to a request for assistance by law enforcement officers of the other party shall follow the orders and commands of the senior law enforcement officer then on duty of the party requesting assistance during the time such assistance is being given.

6. RADIO COMMUNICATIONS

The senior law enforcement officer, then on duty of the requesting agency, will designate which radio channel will be used by personnel during the period in which assistance is provided.

7. POWER OF OFFICERS

The Joint Exercise of Powers Act entitles officers to the same authority they have in their own jurisdiction when assisting another agency under the authority of this Agreement. The senior law enforcement officer, then on duty with the requesting agency, may assign personnel from the provider agency to any appropriate duties, including but not limited to, effecting arrests, transporting prisoners, processing prisoners, and staffing temporary detention facilities.

8. NO PAYMENT TO ASSISTING JURISDICTION OF OFFICERS
Roseau County, L.O.W. County, Greenbush, Roseau, Baudette, and Warroad shall not be responsible or liable for the payment of wages or other remuneration to the other party or to the other party's law enforcement officer(s), notwithstanding the fact that such law enforcement officer(s) may from time to time, pursuant to this Agreement, provide police protection services to the party hereunder who is not the regular employer of such law enforcement officer(s).
9. NO LIABILITY TO ASSISTING JURISDICTION FOR DAMAGES
It is expressly understood and agreed that Roseau County, L.O.W. County, Greenbush, Roseau, Baudette, and Warroad shall not be responsible or liable in any way for any claim for injury or death of any law enforcement officer in the employ of the other party or for any damage to the equipment owned by the other party notwithstanding the fact that such law enforcement officers and equipment may from time to time, pursuant to this Agreement, provide assistance to the party who is not the employer of the law enforcement officer or the owner of the equipment.
10. CONSTRUCTION
This Agreement is expressly intended to authorize requests for assistance only in emergency situations and nothing herein shall be construed as authorizing requests for assistance by one party of the other party for patrols and other routine activities.
11. DURATION
This Agreement shall remain in full force and effect until it shall be terminated in the manner provided herein.
12. TERMINATION
This Agreement may be terminated by any party upon thirty (30) days' written notice to any party. Such notice shall be delivered to the Mayor or Clerk of Greenbush, Roseau, Baudette, and Warroad and to the Clerk of the Roseau County Board and the L.O.W. County Board. It is agreed that any prior agreement among the parties covering the same subject matter is hereby terminated.

IN WITNESS WHEREOF, Roseau County, L.O.W. County, Greenbush, Roseau, Baudette, and Warroad have hereunto set their hands and seals this ____ day of _____, 2011.

CITY OF GREENBUSH

BY: _____
Its Mayor

ATTEST:

BY: _____
City Clerk

CITY OF ROSEAU

BY: _____
Its Mayor

BY: _____
City Clerk

CITY OF WARROAD

BY: _____
Its Mayor

ATTEST:

BY: _____
City Clerk

COUNTY OF ROSEAU

BY: _____
Chair, County Board

BY: _____
Sheriff

CITY OF BAUDETTE

BY: _____
Its Mayor

ATTEST:

BY: _____
City Clerk

COUNTY OF LAKE OF THE WOODS

BY: _____
Chair, County Board

BY: _____
Sheriff

APPROVED AS TO FORM & EXECUTION

BY: _____
Greenbush City Attorney

BY: _____
Roseau City Attorney

BY: _____
Warroad City Attorney

BY: _____
Roseau County Attorney

BY: _____
Baudette City Attorney

BY: _____
Lake of the Woods County Attorney

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



*Person Responsible for Request Foss, Karen	*Department Attorney	*Board Meeting Date Sep 13 2011
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***Subject Title (As it will appear on the agenda):**
 Request approval of Ellie Froese to permanent full time with promotion to Victim Services Coordinator.

***Background (Provide sufficient detail of the subject):**
 Requesting that Ellie Froese be reclassified to permanent full time. Also requesting that she be promoted to Victim Services Coordinator.

***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

PAYROLL CHANGE

NAME: Elizabeth Froese

BOARD APPROVAL DATE: _____

NEW ADDRESS: _____

EFFECTIVE DATE: 8/29/11

PAY RATE: \$ 19.94

GRADE/STEP: 7 / A

TITLE: Victim Service Advocate

DEPARTMENT: Victim Services

Full-time Permanent Part-time Temporary

CHANGE VACATION CODE TO: _____ L1 (1-5 yrs, 4 hrs) _____ L2 (5-10 yrs, 5 hrs) _____ L3 (10-15 yrs, 6 hrs) _____ L4 (15-20 yrs, 7 hrs) _____ L5 (over 20 yrs, 8 hrs) _____

GRADE/STEP CHANGE:
 Current Grade 5 Step A
 New Grade 7 Step A

PAY RATE CHANGE: Current 16.80 New 19.94

PAYOUT:	Vacation	_____	hours @ _____	\$ _____
Balance (eligible for 1/2): 79.50	Sick	_____	hours @ _____	\$ _____
	Comp.	_____	hours @ _____	\$ _____
	Holiday	_____	hours @ _____	\$ _____
	TOTAL			\$ _____

REASON FOR CHANGE

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

Comments: Moving Ellie to Victim Services full-time, permanent, with promotion.

Approved by: [Signature]
 Signature of Department Supervisor

9/1/11
 Date

ITEM # Sheriff Off #1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Gust, Steve ▼	Sheriff ▼	Sep ▼	13 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Approve Advertising for Part-time Deputy Position

***Background (Provide sufficient detail of the subject):**
 Sheriff Gust will be asking the Board for approval to advertise for a part-time deputy 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)

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



Employment Opportunity

POSITION: Deputy Sheriff

Roseau County is accepting applications for the position of Deputy Sheriff. Applicants will be invited for testing and will be placed on an **eligibility roster** based on test scores. Part-time and/or full-time positions may be filled from this roster.

This is a Grade 7 position with a starting wage of \$19.94 with an additional \$1.25 night differential pay. Roseau County Sheriff's Office is the recipient of a federal grant to support enhanced border protection. Part-time and full-time employees are eligible to work these special operative shifts.

Applicants must be MN POST licensed or eligible to be licensed at the time of hire, hold a valid Minnesota driver's license, have good verbal and written communication skills, be a U.S. citizen, and have no felony convictions. Successful candidates must pass physical and psychological testing and a background check prior to employment.

Applications may be obtained online at the Roseau County web site at <http://co.roseau.mn.us> or by calling 218-463-4120 or 218-463-4124. Completed applications, along with a cover letter and resume, may be submitted to: Steve Gust, Roseau County Sheriff, 604 5th Ave SW, Roseau, MN 56751. Closing date is Friday, October 7, 2011 at 4:30 pm.

ITEM # County Bd 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date	
Pelowski, Jeff ▼	Coordinator ▼	Sep ▼	13 ▼ 2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Sidwalk Snow Removal

***Background (Provide sufficient detail of the subject):**
 Comstock Snow Removal has cancelled their snow removal contract with the County effective October 1, 2011. The Building Committee has met and will discuss alternative sidewalk snow removal options with the Board.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

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

Board Action:

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

ATTEST: Ann Marie Miller, Board Clerk

Comstock Custom Mowing & Snow Removal

PO Box 172 Badger, MN 56714

218-528-2875 or 218-689-9444

ccmsr89@yahoo.com

September 1, 2011

County of Roseau, MN
606 5th Ave. SW
Roseau, MN 56751

Dear Trish Klein,

NOTICE TO CANCEL CONTRACT FOR SNOW REMOVAL

Pursuant to the Professional Services Contract for snow removal signed and dated November 2, 2010 please be advised that this is your **OFFICIAL NOTICE** of Comstock Custom Mowing & Snow Removal's intent to cancel and terminate said contract for snow removal under paragraph 8) Default and Cancellation. "This Agreement may be cancelled without cause by either party upon thirty days' written notice. Said contract was for snow removal on sidewalks and all entrance hard surface areas at the Roseau County Courthouse Campus including the Courthouse and Social Service buildings, the Detention Center.

Said contract will be cancelled 30 days after receiving this NOTICE which is being hand delivered.

Thank you for your business.

Sincerely,



Daniel D. Comstock

Owner

Comstock Custom Mowing & Snow Removal



ITEM # County Board 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Miller, Ann Marie ▼	Board Clerk ▼	Sep ▼	13 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Watershed Board Appointments

***Background (Provide sufficient detail of the subject):**
 Three applications have been received for the Roseau River Watershed District, one for the Warroad River Watershed District and none were received for the Two Rivers Watershed District. The Board will appoint two managers to the Roseau River Watershed District and discuss appointments to the Warroad and Two Rivers Watershed District boards.

***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



Board of Commissioners
606 5th Ave. SW, Room #131
Roseau, MN 56751
Phone: 218-463-4248
Fax: 218-463-3252

WATERSHED BOARD APPOINTMENT NOTICE

The Roseau County Board of Commissioners is accepting nominations for the following Watershed Board Appointments:

Two (2) managers to the Roseau River Watershed District for a three year term beginning October 19, 2011 ending October 19, 2014. The terms of LeRoy Carrier and Todd Miller will expire October 19, 2011.

One (1) manager to the Two Rivers Watershed District for a three year term beginning October 29, 2011 ending October 29, 2014. The term of Jim Kukowski will expire October 29, 2011.

Two (2) managers to the Warroad River Watershed District for a three year term beginning September 19, 2011 ending September 19, 2014. The term of Keith Landin and Loren Horner will expire September 19, 2011.

Persons interesting in being appointed to serve as a watershed district manager should contact the Roseau County Coordinator's Office, 606 5th Avenue SW, Room 131, Roseau, MN 56751 (218-463-4252) or at annmarie.miller@co.roseau.mn.us to obtain an application. To be considered, interested persons must submit completed applications no later than 4:30 pm August 30, 2011.

Dated: August 9, 2011

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

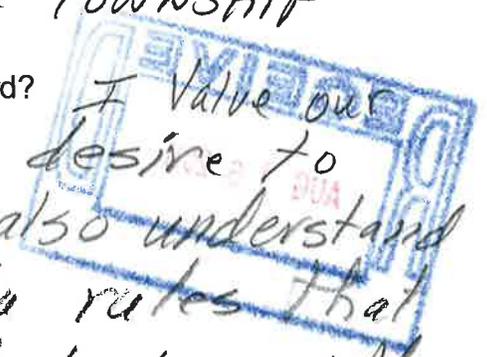
An Equal Opportunity Employer

WARROAD RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

Name of Nominating Agency:	Roseau County Board of Commissioner
Name of Nominee:	Keith Landin

Mailing Address	711 Riverbend Dr.	Work Phone	386-1430
City	Warroad	Home Phone	386-1286
Zip Code	56763	Cell Phone	424 4284
County	Roseau	E-Mail Address	Keith.lan@marvin.com

1. Do you reside within the boundaries of the watershed? YES NO
2. How long have you been a resident of the ~~Two Rivers~~ ^{Warroad} Watershed District? 61 years
3. What is your physical address? 711 Riverbend
4. Is this the address where you receive mail? YES NO
5. What is the address on your driver's license? 711 Riverbend Dr.
Warroad, MN, 56763
6. Are you a registered voter? YES NO
7. In which precinct are you registered to vote? Lake township
8. Why are you interested in serving on the watershed board? I value our water resource and have a desire to aid in maintaining it. I also understand many of the Minnesota rules that apply to Watershed districts and the waters of the state.



**WARROAD RIVER WATERSHED MANAGER APPOINTEE
QUESTIONNAIRE**

9. What qualifies you to serve as a manger of the watershed district? *I helped develop our district's plan and rules and enjoy working on projects.*
10. How would you/do you respond to issues that come before the watershed board that personally affect your situation? *I would Share Facts about conditions, but if I felt that this issues was a conflict of interest I would abstain.*
11. Water is a controversial topic. How will you/do you handle disputes on the watershed board and with other entities such as county, state, or other watersheds?
I believe in working with the Facts and Seeking legal Counsel if Necessary
12. What in your opinion is the ^{warroad} ~~Two Rivers~~ Watershed currently doing well? How could the ~~Two Rivers~~ Watershed improve?
Warroad The Warrad Watershed is doing OK. more meetings and more effort is needed from all five managers to be improve our out put and do more projects

Do you have any other comments you wish to share?



Keith Landin
8-15-2011

THANK-YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE

ROSEAU RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

Name of Nominating Agency:	Roseau County Board of Commissioner
Name of Nominee:	<i>Jason Braaten</i>

Mailing Address	<i>30957 340st</i>	Work Phone	<i>218-463-2438</i>
City	<i>Badger</i>	Home Phone	<i>218-463-0091</i>
Zip Code	<i>56714</i>	Cell Phone	<i>218-469-0749</i>
County	<i>Roseau</i>	E-Mail Address	<i>jrbratn@centurylink.net</i>

1. Are you a resident of the Roseau River Watershed District? YES NO
2. How long have you been a resident of the Roseau River Watershed District? *39 years*
3. What is your physical address? *30957 340st
Badger mn
56714*
4. Is that the address where you receive your mail? YES NO
5. Is that the address on your driver's license? YES NO
6. Are you a registered voter? YES NO
7. In which precinct are you registered to vote? *Dieter*

8. Why are you interested in serving on the watershed board?

I'm interested in improving the drainage in our community.

9. If appointed, how do you feel you could positively affect the watershed?

I would listen and learn, keep an open-mind.

10. How would you respond to issues that come before the watershed board that personally affect you?

You must look at the entire problem and not just the area where I live.

ROSEAU RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

11. Water is a controversial topic. How will you/do you handle disputes on the watershed board and with other entities such as county, state, or other watersheds?

To by the rules and regulations that govern the watershed.

12. What in your opinion is the Roseau River Watershed currently doing well? How could the Roseau River Watershed improve?

Addressing water problems as they arise.

Do you have any other comments you wish to share?

THANK-YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE



Aug 30 2011

ROSEAU RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

Name of Nominating Agency:	Roseau County Board of Commissioner
Name of Nominee:	<i>Todd Miller</i>

Mailing Address	<i>52630 ORR</i>	Work Phone	
City	<i>WARRENDA MN</i>	Home Phone	
Zip Code	<i>56763</i>	Cell Phone	<i>689-3717</i>
County	<i>ROSEAU</i>	E-Mail Address	

- Are you a resident of the Roseau River Watershed District? YES NO
- How long have you been a resident of the Roseau River Watershed District? *long time*
- What is your physical address? *52630 ORR WARRENDA*
- Is that the address where you receive your mail? YES NO
- Is that the address on your driver's license? YES NO
- Are you a registered voter? YES NO
- In which precinct are you registered to vote? *Ordor band*
- Why are you interested in serving on the watershed board?
I have enjoyed it to some extent and there are a few things left to do.
- If appointed, how do you feel you could positively affect the watershed? *Management of the water resource is important. So is getting things accomplished. We need to do more! Fiscal accountability*
- How would you respond to issues that come before the watershed board that personally affect you?
Sometimes it's good and adds to the debate and integrity will tell me when I need to resign from the debate & the vote.

ROSEAU RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

11. Water is a controversial topic. How will you/do you handle disputes on the watershed board and with other entities such as county, state, or other watersheds?

One tries to mediate it out as best as one can with what tools one has.

12. What in your opinion is the Roseau River Watershed currently doing well? How could the Roseau River Watershed improve?

We are so so across the board Areas for improvement are many; Admin, getting grants, overall increase in productivity!!

Do you have any other comments you wish to share?

THANK-YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE

7-2011

ROSEAU RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

Name of Nominating Agency:	Roseau County Board of Commissioner
Name of Nominee:	<i>LEROY CARRIERE</i>

Mailing Address	<i>504 4th AVE NE</i>	Work Phone	
City	<i>ROSEAU</i>	Home Phone	
Zip Code	<i>56251</i>	Cell Phone	
County	<i>ROSEAU</i>	E-Mail Address	<i>leroyc5044@gmail.com</i>

- Are you a resident of the Roseau River Watershed District? YES NO
- How long have you been a resident of the Roseau River Watershed District? *22 yrs*
- What is your physical address? *504, 4th Ave NE, Roseau*
- Is that the address where you receive your mail? YES NO
- Is that the address on your driver's license? YES NO
- Are you a registered voter? YES NO
- In which precinct are you registered to vote? *City ROSEAU*
- Why are you interested in serving on the watershed board?
I have served for 9 yrs
- If appointed, how do you feel you could positively affect the watershed?
want to see flood control projects carried through.
- How would you respond to issues that come before the watershed board that personally affect you? - *Abstain from voting*

**ROSEAU RIVER WATERSHED MANAGER APPOINTEE
QUESTIONNAIRE**

11. Water is a controversial topic. How will you/do you handle disputes on the watershed board and with other entities such as county, state, or other watersheds?

*Project work Team, Board
discussion.*

12. What in your opinion is the Roseau River Watershed currently doing well? How could the Roseau River Watershed improve?

*Noy creek Noland
culvert signing
Roseau River Wildlife Management
West Division.*

Do you have any other comments you wish to share?

*I would like to see to complete
the projects we are working on.*

THANK-YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE

ITEM # County Bd 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Falk, Roger ▼	Commissioner ▼	Sep ▼	13 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Landscaping Cost Share with the Roseau River Watershed District

***Background (Provide sufficient detail of the subject):**
 Commissioner Falk was asked if Roseau County would be willing to cost share for landscaping upgrades planned for the Watershed building.

***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

ITEM # County Bd 4 & 5

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Martie Monsrud	*Department Auditor	*Board Meeting Date Sep 13 2011
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***Subject Title (As it will appear on the agenda):**
Approve 2012 Preliminary Budget & Levy

***Background (Provide sufficient detail of the subject):**
The Auditor's office will have the 2012 Preliminary Budget and Levy for Board review. The proposed levy must be approved at this meeting.

***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	
Johnston							
Foldesi						Failed	
Walker						Tabled	

ATTEST: Ann Marie Miller, Board Clerk

2012 Proposed Property Tax Levy/Budget

#4

2011 Tax Levy(Final)				2012 Proposed Tax Levy				<i>\$ Change</i>	<i>% Change</i>
<i>Fund</i>	<i>Levy Limitation</i>	<i>Special Levies*</i>	<i>Total By Fund</i>	<i>Fund</i>	<i>Levy</i>	<i>Special Levies</i>	<i>Total By Fund</i>	<i>2011-2012</i>	<i>2011-2012</i>
Revenue	\$ 1,177,568	\$ 2,116,085	\$ 3,293,653	Revenue	\$ 3,536,413	\$ -	\$ 3,536,413	\$ 242,760	7.37%
Road Bridge	\$ 1,200,000	\$ -	\$ 1,200,000	Road Bridge	\$ 1,228,440		\$ 1,228,440	\$ 28,440	2.37%
Social Services	\$ 1,610,000	\$ 20,000	\$ 1,630,000	Social Services	\$ 1,741,942	\$ -	\$ 1,741,942	\$ 111,942	6.87%
Debt Service	\$ 473,700	\$ -	\$ 473,700	Debt Service	\$ 474,100		\$ 474,100	\$ 400	0.08%
Totals	\$ 4,461,268	\$ 2,136,085	\$ 6,597,353	Totals	\$ 6,980,895	\$ -	\$ 6,980,895	\$ 383,542	5.81%
				2012 Special Levies					
*Summary of 2011 Special Levies									
Operating Costs of Jail		\$ 907,467		Operating Costs of Jail				Levy Limitation Increase:	
Sheriff Dept. Wages & Benefits		\$ 1,058,618		Sheriff Dept. Wages & Benefits				Special Levy Increase:	
Nursing Facility Indiv. Under 65		\$ 20,000		Sex Offender Program				Proposed Property Tax Levy	
Sex Offender Program		\$ 150,000		Nursing Facility Indiv. Under 65				Increase:	
Total 2011 Special Levies		\$ 2,136,085		Total		\$ -		\$ 383,542	5.81%

	Original-IFS	Less	More	
Revenue	5951770		242760	6194530
R & B	9163760		28440	9192200
SS-Wel	3318663		111942	3430605
Environ	1023450			1023450

2012 Proposed Budgets			
<i>(Includes the Proposed 2012 Property Tax Levy)</i>			
Fund	Revenues	Expenditures	Net Budget
Revenue	\$ 6,194,530	\$ 6,194,530	\$ -
Road & Bridge	\$ 9,192,200	\$ 9,192,200	\$ -
Social Services	\$ 3,430,605	\$ 3,430,605	\$ -
Debt Service	\$ 486,160	\$ 446,274	\$ 39,886
Tax Supported			
Funds - Total:	\$ 19,303,495	\$ 19,263,609	\$ 39,886
Environmental	\$ 1,023,450	\$ 962,694	\$ 60,756
All Funds			
Total:	\$ 20,326,945	\$ 20,226,303	\$ 100,642

Classification	2010 Values		2011 Values			2011 County tax rate		
	2010 MV	2010 Tax Capacity	2011 MV	MV Exclusion	2011 Taxable MV	(6,597,353 Levy) 65.0010%		
						2011 taxes	MV Credit	Net Tax
Hmstd.	96,700	967	96,700	28,537	68,163	628	118	510
Comm.	6,657,600	132,402	6,657,600		6,657,600	86,063		86,063
Comm.	1,205,300	23,356	1,205,300		1,205,300	15,183		15,183
Apt.	766,600	9,583	766,600		766,600	6,219		6,219
Non-Hmst.	28,200	282	28,200		28,200	183		183
Ag Hmst/RVL	40,800	204	40,800		40,800	133		133
Hmstd.	140,900	1,409	140,900	24,559	116,341	916	88	828
Hmstd	592,200	6,153	592,200		6,153	4,000		4,000

Classification	PROPOSED #1			INCREASE OF DEPT ONLY #2			BALANCED #3			BALANCED - NO HWY INCREASE #4		
	(6,697,753 Levy) Tax Capacity	74.6030% Tax	% + or -	(6,597,753 Levy) Tax Capacity	73.4891% Tax	% + or -	(7,080,895 Levy) Tax Capacity	78.8706% Tax	% + or -	(6,980,895 Levy) Tax Capacity	77.7568% Tax	% + or -
Hmstd.	682	509	-0.227%	682	501	-1.717%	682	538	5.480%	682	530	3.991%
Comm.	132,402	98,776	14.772%	132,402	97,301	13.058%	132,402	104,426	21.337%	132,402	102,952	19.624%
Comm.	23,356	17,424	14.765%	23,356	17,164	13.052%	23,356	18,421	21.330%	23,356	18,161	19.617%
Apt.	9,583	7,149	14.960%	9,583	7,042	13.243%	9,583	7,558	21.536%	9,583	7,451	19.819%
Non-Hmst.	282	210	15.233%	282	207	13.512%	282	222	21.825%	282	219	20.104%
Ag Hmst/RVL	204	152	14.257%	204	150	12.551%	204	161	20.793%	204	159	19.087%
Hmstd.	1,163	868	4.801%	1,163	855	3.236%	1,163	918	10.796%	1,163	905	9.231%
Hmstd	6,153	4,590	14.749%	6,153	4,522	13.035%	6,153	4,853	21.313%	6,153	4,784	19.600%

ITEM # County Bd 6
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Miller, Ann Marie ▼	Board Clerk ▼	Sep ▼	13 ▼	2011 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Set Budget Hearing Date

***Background (Provide sufficient detail of the subject):**
 Roseau County is required to have a Budget Hearing to present the County's proposed budget for 2012. The Board will discuss and approve this date.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

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

Board Action:

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

ATTEST: Ann Marie Miller, Board Clerk

ITEM # Comm Rep
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Miller, Ann Marie	*Department Board Clerk	*Board Meeting Date Sep 13 2011
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***Subject Title (As it will appear on the agenda):**
 Committee Reports

***Background (Provide sufficient detail of the subject):**
 Commissioner Swanson and Commissioner Phillippe have submitted committee reports for Board review.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
-----------------------	------------------

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

JACK SWANSON COMMITTEE MEETINGS

AUGUST 22, 2011 - ROSEAU CITY COUNCIL; approved airport project

AUGUST 22, 2011 - LEGISLATIVE COMMITTEE; met w/ Senator Al Franken on Homeland Security concerns; Roseau East Diversion project

SEPTEMBER 1, 2011 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (CHISHOLM); talked about Market Value Homestead Credit changes, and impacts for counties; talked about altering WCA rules to allow for wetland credits in flood impoundments; approved 2012 budget (unchanged allocation request from counties)

SEPTEMBER 6, 2011 - COUNTY DEPARTMENT HEADS

SEPTEMBER 6, 2011 - SHERIFF'S COMMITTEE

SEPTEMBER 6, 2011 - BUILDING COMMITTEE

SEPTEMBER 7, 2011 - STATE LAND EXCHANGE BOARD (ST PAUL); board approved land exchange between Roseau County and the Minn DNR

SEPTEMBER 12, 2011 - ROSEAU CONVENTION & VISITORS BUREAU

SEPTEMBER 12, 2011 - ROSEAU CITY COUNCIL

Glenda Phillipe Committee Reports

August 23 – Roseau County Board – Roseau, MN

Regularly-scheduled meeting

August 24 – Warroad Watershed – Warroad, MN

Postponed.

August 26 – Pembina Trail RC&D – Red Lake Falls, MN

Final audit for RC&D was approved; resolution to dissolve will be addressed at October meeting; letters will be sent to all counties regarding dissolution of RC&D; funds will transfer to Northwest Regional Development for disbursement to sponsoring counties; AURI has agreed to take over grant funds for Roseau Gasification Project.

August 29 – Lake Township – Warroad, MN

Horner Excavating awarded contract to clean ditch south of Warroad Estates; approximately \$10,000.

September 2 – Warroad Community Park – Warroad, MN

Committee field trip to Twin Cities to tour parks; survey in utility bills.