

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

October 25, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, October 25, 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, and Jack Swanson. Commissioner Walker was excused.

APPROVAL OF AGENDA

Addition of three forthwith payments was added to the payment of bills. A motion to approve the agenda was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Commissioner Falk informed the Board that he was invited to an organizational meeting on the building of a Wannaska Community Center.

Commissioner Phillipe noted that the dissolution of the Pembina Trail R C & D is still in progress.

APPROVE BILLS

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

Warrants Approved for Payment 10/13/2011

Vendor Name	Amount
BEITO REPAIR	57,459.80
DAVIDSON READY MIX & CONSTRUCTION INC	75,614.41
MN DEPT OF FINANCE -TREAS	2,383.50
ROSEAU CITY	9,127.23
SCOTT JOHNSON COMPANIES	12,425.00

8 Payments less than \$2,000 \$4,579.80

Final Total: \$161,589.74

Warrants Approved for Payment 10/20/2011

Vendor Name	Amount
JOHNSON OIL CO INC	7,268.00
NORTHERN RESOURCES COOPERATIVE	3,054.41
SELECT ACCOUNT-VEBA	9,664.22

15 Payments less than \$2,000 \$6,989.41

Final Total: \$26,976.04

Warrants Approved On 10/25/2011 for Payment 10/28/2011

Vendor Name	Amount
CRIMESTAR CORPORATION	2,700.00
DALAGER, ARLAN	84,472.50
DEPARTMENT OF LABOR/MSHA	2,207.00
DYNAMIC IMAGING SYSTEMS INC	2,667.21

HORNER PLUMBING & EXCAVATION	26,458.60
MN DEPT OF EMPLOYMENT	11,615.00
PRO-WEST & ASSOCIATES INC	16,000.00
REGENTS OF U OF MINNESOTA	16,224.99
ROSEAU CO HWY DEPT	29,071.74
ROSEAU CO SOIL & WATER CONS	12,745.94
STOSKOPF REDI MIX ROSEAU INC	2,992.00

58 Payments less than \$2,000 \$21,264.74
Final Total: \$228,419.72

And, approved forthwith payments to Stan's Communication in the amount of \$985.75; Tessco in the amount of \$4,312.43 and D & J Radio Sales and Service, Inc. in the amount of \$2,790.06

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 October 11, 2011 Board Meeting; approved the State of Minnesota Off Highway Vehicle Grant in the amount of \$8,990.00 for each of two years ending June 30, 2013.

COUNTY COMMITTEE REPORTS

Human Resource Committee

The Human Resource Committee presented the Board with a Payroll Change Request for Elizabeth Lund. Elizabeth was hired as an Appraiser Trainee, Grade 5A, on March 8, 2010. As established by the Minnesota State Board of Assessors, Elizabeth has successfully completed the required course work and fulfilled the apprenticeship experience needed to attain the Certified Minnesota Assessor designation (CMA). This level of licensure allows Elizabeth to assist the County Assessor in making exemption, classification, and valuation decisions. The HR committee has reviewed and approved this request. A motion to approve the payroll change from a Grade 5 Step B to a Grade 6 Step A was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

Solid Waste Planning Committee

The Solid Waste Planning Committee is recommending that the Board adopt Ordinance No. 31 which will establish the 2012 Tip Fee and Service Fee Schedule for the County. There are no changes proposed for 2012. A motion to approve Ordinance No. 31 for the year 2012 was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously.

DEPARTMENT REPORTS

County Auditor

County Auditor Martha Monsrud requested the Board approve a resolution authorizing the County Auditor and the Board Chair to execute the documents necessary to complete the DNR Land Exchange. A motion was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously to adopt the following resolution:

2011-10-02

BE IT RESOLVED, that the Roseau County Board does hereby authorize Board Chair Mark Foldesi and Auditor Martha Monsrud to sign the Warranty Deed and all other documents necessary to complete the land exchange with the Department of Natural Resources for the property described as the North Half of Section 35, Township 162, Range 44.

Auditor Monsrud reviewed the 2012 appropriation requests along with a list of dues that will be payable in 2012. The Board requested Auditor Monsrud to create a department line item for the Soil and Water Conservation District as they are not considered an "appropriation"; discussed the combination of the appropriation for the Joint Powers Natural Resource Board and the Northern Counties Land Use Coordinating Board and the removal of the Beltrami Island Historical Society from the list. Auditor Monsrud will report back to the Board with these corrections and a list of appropriations and dues to be approved for 2012.

Emergency Management

Emergency Manager Gracia Nelson met with the Board to request approval of the updated County Emergency Plan, noting that updating names and telephone numbers was the primary reason for this revision. A motion to approve the Roseau County updated Emergency Plan was made by Commissioner Swanson, seconded by Commissioner Phillipe and carried unanimously.

COUNTY BOARD ITEMS

The Board discussed attendance at the AMC annual conference in December.

The Board confirmed its Minnesota Counties Intergovernmental Trust official voting delegates as Auditor Monsrud, delegate and Commissioner Walker, alternate.

COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Human Resource Committee 10/11/11; Solid Waste Management Committee, 10/12/11; Social Services Board, 10/18/11; Highway Committee, 10/18/11; AMC District 3 meeting, 10/20/11; Legislative "Reform 2.0" meeting, 10/20/11; Human Resource Committee meeting, 10/24/11; Radio Advisory Committee, 10/12/11.

Commissioner Foldesi reported on the following committee meeting(s): Human Resource Committee, 10/11/11; Quin County Community Health Advisory Board, 10/24/11.

Commissioner Phillipe reported on the following committee meeting(s): Lake Township Board, 10/12/11; Airport Zoning Committee, 10/13/11; Social Services Board, 10/18/11; Highway Committee, 10/18/11; Warroad City Council, 10/24/11.

Commissioner Swanson reported on the following committee meeting(s): Legislative Committee, 10/12/11; Northwest Minnesota Radio Advisory Committee; 10/12/11; Solid Waste Committee, 10/12/11; Statewide Radio Board Finance Committee, 10/13/11; Roseau River Watershed Board Project Work Team, 10/13/11; Roseau County Health Fair Committee, 10/17/11; Social Services Board, 10/18/11; Highway Committee, 10/18/11;

Roseau County Health Fair, 10/19/11; AMC District 3 meeting, 10/20/11; Legislative "Reform 2.0" meeting, 10/20/11; Regional Radio Board Leadership Group 10/24/11.

Coordinator/Environmental Officer Merger

Interim County Coordinator Jeff Pelowski met with the Board to discuss the merger of the Coordinator and Environmental Office and the resulting job description evaluations. On October 11, 2011, per County policy, the Human Resource Committee approved sending the four "new" Environmental/Coordinator's Office job descriptions to Trusight for evaluation. The four new positions would replace the existing five positions, (Coordinator-Grade 10G, Environmental Officer-Grade 10G, Human Resources/Benefits Administrator-Grade 6G, Administrative Assistant-Grade 5C, and Environmental Accountant-Grade 4G). Trusight evaluated the four new positions as follows: County Coordinator/Environmental Services Director-Grade 12, Administrative Assistant/Accountant-Grade 5, Administrative Assistant-Grade 5, and Human Resource Specialist/Benefits Administrator-Grade 5.

Pelowski explained that to create uniformity in the office, he believed the two Administrative positions should be at the same grade/step. Because of the discrepancy on the grading of the Human Resources Specialist/Benefits Administrator position, he felt that this position should be frozen at its current grade/step. Therefore, he recommended to the HR Committee, at their October 24, 2011 meeting, the following: Coordinator/Environmental Services Director-12G, Administrative Assistant-5G, Administrative Assistant/Accountant 5G; Human Resources Specialist/Benefits Administrator-5G (with a pay freeze rather than a pay reduction). In addition, Pelowski recommended that this merger remain interim for one year for the purpose of evaluating whether the merger will meet the expectations of the Board.

As a result of the 10/24/11 meeting, the Human Resource Committee recommended to the Board the following proposal:

- Coordinator/Environmental Services Director – Grade 12G
- Administrative Assistant – Grade 5E
- Administrative Assistant/Accountant – Grade 5E
- Human Resources Specialist/Benefits Administrator–Grade 5G (no recommendation concerning pay freeze vs. pay reduction)
- The effective date would be the 1st pay period of 2012.
- Future step increases, if applicable, would be effective on the employee's anniversary date.
- The merger will remain "interim" through 12/31/12.
- It was noted that the financial impact would be a net savings to the County of approximately \$50,000, and the 2012 Budget should be amended accordingly.

After lengthy discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Phillipe, to approve the Human Resource Committee recommendations as outlined above. After discussion, this motion was rescinded by Commissioner Swanson. Commissioner Phillipe concurred.

A motion was made by Commissioner Swanson and seconded by Commissioner Phillipe, to place the Coordinator/Environmental Services Director at a 12G, Administrative Assistant/Environmental Accountant at a 5E, the Administrative Assistant at a 5D and the Human Resource/Benefits Administrator at a 5G. Discussion continued with Interim Coordinator Pelowski explaining that the reason behind his decision to place his staff at the

grades/steps recommended to the Human Resource Committee was based on how Trusight rated the job descriptions, how the points were distributed, and to create an appropriate "balance" in the new office. Pelowski also noted that combining five positions into four has created additional duties and responsibilities for himself and his staff. After further discussion, this motion was rescinded by Commissioner Swanson. Commissioner Phillippe concurred.

After continued discussion, noting that the Board will be following policy as written in the Uniform Hiring Policy, a motion was made by Commissioner Falk, seconded by Commissioner Swanson and carried with Commissioners Falk, Swanson and Phillippe in favor, to adopt the following:

- Coordinator/Environmental Services Director - Grade 12G.
- Administrative Assistant/Accountant – Grade 5E.
- Administrative Assistant – Grade 5C.
- Human Resources Specialist/Benefits Administrator - Grade 5G, (pay reduction option selected, not pay freeze).
- The effective date will be 12/25/11.
- The merger will remain "interim" through 12/31/12.
- Future step increases, if applicable, will be effective on the employee's anniversary date.
- All four positions will be regular full-time.
- The preliminary 2012 Budget will be amended accordingly.

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

Attest:

Date: _____

Jeff Pelowski, Interim County Coordinator
Roseau County, Minnesota

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