

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

December 27, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, December 27, 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

Authorization to transfer money from the revenue fund to Spruce Valley Township Unorganized, for highway maintenance costs to be reimbursed by FEMA, was added to the approval of bills. Payment of forthwith bills was added to the approval of bills. A motion to approve the amended agenda was made by Commissioner Swanson seconded by Commissioner Phillipe and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson acknowledged correspondence from the Roseau County Food Shelf Board thanking the County for allowing the Food Shelf to occupy space at the former Law Enforcement Center.

APPROVE BILLS

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

Warrants Approved for Payment 12/15/2011

Vendor Name	Amount
BEITO REPAIR	13,191.68
SELECT ACCOUNT-VEBA	9,664.22
WRIGHT CONSTRUCTION INC	5,758.35

9 Payments less than 2,000 7,817.75

Final Total: 36,432.00

Warrants Approved for Payment 12/22/2011

Vendor Name	Amount
MN ENERGY RESOURCES	3,137.81

9 Payments less than 2,000 2,703.21

Final Total: 5,841.02

Warrants Approved On 12/27/2011 for Payment 12/30/2011

Vendor Name	Amount
AVIANDS LLC	6,204.79
DELL MARKETING LP	2,384.18
HORNER PLUMBING & EXCAVATION	28,963.64
MN DEPT OF CORRECTIONS	31,203.01
MSOP-MN SEX OFFENDER PROGRAM-D 462	3,804.00
NORTHERN RESOURCES COOPERATIVE	3,969.01
NOVACEK/PATRICK	2,865.15
R & Q CONTRACTING INC	57,674.07

REGENTS OF U OF MINNESOTA	16,224.99
ROSEAU CO ENVIRONMENTAL OFFICE	23,000.00
ROSEAU CO HWY DEPT	6,950.26
ROSEAU CO SOIL & WATER CONS	15,792.22
ROSEAU CO TREASURER	4,296.47

42 Payments less than 2,000 15,541.29

Final Total: 218,873.08

And, approved forthwith payments to: Logan Hamness - \$425.00; Coast True Value - \$181.83; Minnesota Energy Resources - \$132.02; Minnesota Sheriff's Association - \$50.00; Glenda Phillipe - \$153.18; Reliance Telephone Systems - \$1,800.00; Roseau County Treasurer - \$13,518.00; Stan's Communications - \$679.53; Walter Storey - \$765.00; Sven & Ole's Ultimate Carwash - \$170.00; Vanguard Appraisals - \$7,750.00; Wynne Consulting - \$15,000.00; Zee Medical Services - \$30.09 and Tim Erickson \$477.30.

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously. The Board, by adoption of its consent agenda, approved the 2012 Voluntary Time-Off Policy and approved the revised 2012 Board Meeting Schedule. The Wikstrom Telephone Right of Way Easement was removed from the Consent Agenda to be discussed at the Highway Committee meeting scheduled immediately following this Board Meeting.

COUNTY COMMITTEE REPORTS

Operations Committee Recommendations

Interim Coordinator Pelowski addressed the Board on behalf of the Operations Committee with regard to the Trusight re-study procedure. Pelowski noted that the Operations Committee discussed how to manage the job re-evaluation process. Pelowski presented the Board with the following process for consideration:

1. Department Head will submit all completed job descriptions to the Coordinator's Office.
2. Job descriptions/questionnaires will be reviewed by the Operations Committee after the entire departments paperwork has been received in the Coordinator's office.
3. Once approved by the Operations Committee, the department's paperwork will be sent to Trusight. George Gmach will be directed to refer any questions he may have directly to the Department Head. George will only evaluate job descriptions/questionnaires after he has received the entire department's paperwork.
4. Trusight will submit results to the applicable Department Head.
5. Department Head will present the results of the evaluation to the Operations Committee for final review.

(Note: If appealed, the Department Head will initiate this process, if applicable, not the employee.)

A motion to adopt the Process for Submitting Job Descriptions for Evaluation was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously.

DEPARTMENT REPORTS

Information Technology

IT Administrator Chris Stauffer met with the Board to inform them that the State Office of Enterprise Technology is implementing a new high bandwidth network throughout the State designed to interconnect all counties. Stauffer noted that with the increased bandwidth comes an increased cost based on county population. The cost to Roseau County will increase from \$625.00 to \$1,150.00 per month. This cost will decrease as more fiber optic cable is installed replacing the leased OET lines.

A motion to approve the increase in the monthly payment to the State Office of Enterprise Technology was made by Commissioner Phillippe, seconded by Commissioner Falk and carried unanimously.

Attorney

Attorney Foss met with the Board to discuss adopting an Animal-at-Large Ordinance for Roseau County. Foss noted that, per Minnesota Statue, counties must set an administrative fee for dangerous domestic animals. The ordinance could state that owners would be required to acquire a surety bond, instill a microchip on the animal, keep the animal restrained outside, have the animal listed as dangerous on a county maintained list as well as pay an administrative fee. Foss will prepare language for a draft ordinance for Board review at a later date. In the interim, Foss requested the Board set a fee of \$500.00 to assist with the administrative costs associated with managing dangerous domestic animals. Commissioner Swanson expressed concern over setting administrative fees as this may appear that the County is just trying to increase revenues.

A motion to set a \$500.00 fee to assist with the administrative costs associated with managing dangerous domestic animals was made by Commissioner Phillippe, seconded by Commissioner Falk and carried by a 4-1 vote with Commissioner Swanson opposed.

At the Operations Committee meeting held on December 20, 2011 the committee requested Attorney Foss's input on a procedure for managing citizen complaints. Foss contacted counties for their input and suggested the Board draft a County policy to set a specific procedure for how complaints are handled, noting that documentation is critical. Foss informed the Board that if at any time the threat of a law suit or physical harm is mentioned the matter should be immediately referred to the Sheriff's office or the Attorney's office and further conversations relating to the complaint should be halted.

The Board suggested that the policy should contain information stating that a constituent's first option when filing a complaint should be to fill out a citizen complaint form. A constituent may also meet with the Board at regularly scheduled Board meetings during the five minute time slot allowed for Citizen Comments. If further action is required an appropriate committee or the Attorney's office will be contacted. Foss was directed to continue gathering policy language for a "Threating Complaint Policy" and return to the Board for further review.

The Board discussed 2012 appropriations. A motion was made by Commissioner Walker, seconded by Commissioner Falk and carried unanimously to adopt the following resolution:

2011-12-05

BE IT RESOLVED that the Roseau County Board approves 2012 Appropriations as follows:

Roseau County Historical Society	\$40,000
NW Regional Library	\$91,857
Roseau County Agricultural Society	\$15,000
Memorial Day	\$600
Roseau County Senior Med Travel	\$4,465
Roseau County Area Agency on Aging/Far North Transit	\$13,600
Roseau County Soil and Water Conservation District	\$65,000
MN Red River Basin Development Commission	\$800

COUNTY BOARD ITEMS

The Board discussed the 2012 budget and levy. The preliminary budget & levy was approved on September 13, 2011. Commissioner Swanson proposed that the Board reduce the levy to a 1% increase and avoid potential increases to future levy amounts.

A motion to reduce the levy to a 1% increase was made by Commissioner Swanson, seconded by Commissioner Phillippe; after further discussion this motion was rescinded.

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

2011-12-06

BE IT RESOLVED, that the payable 2012 Property Tax Levy for Roseau County is hereby approved as follows:

<u>Fund</u>	<u>Levy</u>
Revenue	\$3,293,653
Road & Bridge	1,200,000
Welfare	1,630,000
<u>Debt Service</u>	<u>474,100</u>
Total	\$6,597,753

(NOTE: This represents a 0% levy increase compared to the 2011 levy.)

BE IT FURTHER RESOLVED, that the budgets for the year 2012, incorporating the proposed levy shown above, are hereby approved as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Net Budget</u>
Revenue	\$5,952,770	\$6,095,913	-\$143,143
Road & Bridge	9,063,760	9,153,449	-89,689
Welfare	3,318,663	3,428,699	-110,036
<u>Debt Service</u>	<u>486,160</u>	<u>446,274</u>	<u>39,886</u>

Tax Supported Funds – Total	\$18,821,353	\$19,124,335	-\$302,982
Environmental	<u>\$1,023,600</u>	<u>\$956,404</u>	<u>\$67,196</u>
Total All Funds	\$19,844,953	\$20,080,739	-\$235,786

Commissioner Phillippe requested the Coordinator's Office issue a Public Service Announcement regarding the 0% levy increase.

The Board discussed elected official salaries. A motion was made by Commissioner Falk, seconded by Commissioner Swanson and carried unanimously to adopt the following resolution:

2011-12-07

BE IT RESOLVED, that the Roseau County Board does hereby approve the Elected Official Salaries for 2012 as follows:

	(3.5% increase)			
	<u>2010 Salary</u>	<u>2011</u>	<u>2012</u>	
<i>Auditor</i>	\$70,340.00	\$64,189.99	\$64,189.99	Grade 11 Step C
<i>Treasurer</i>	\$63,587.00	\$68,223.60	\$68,223.60	Grade 10 Step G
<i>Sheriff</i>	\$71,000.00	\$70,194.04	\$70,194.04	Grade 12 Step C
<i>Attorney</i>	\$87,006.00	\$85,563.48	\$85,563.48	Grade 14 Step C
<i>Recorder</i>	\$56,896.00	\$62,381.82	\$62,381.82	Grade 9 Step E
<i>Commissioners</i>	<u>\$19,214</u>	<u>\$19,214</u>	<u>\$19,214</u>	

BE IT FURTHER RESOLVED, that steps will be awarded, if applicable, to elected officials on January 1st.

The Board discussed selecting a candidate for the One Woman 2012 nomination. The Board will seek out potential candidates and report back at the January 3, 2012 Board Meeting.

Representative Fabian plans to introduce legislation this coming session on beaver management and is seeking county input. The consensus of the Board and Engineer Ketring was to eliminate the Department of Natural Resources sole authority in the permitting process. The Board directed Interim Coordinator Pelowski to draft a letter to Representative Fabian regarding these proposed changes. The letter will be reviewed at the January 10, 2012 Board Meeting.

The Board acknowledged correspondence from the Minnesota Counties Intergovernmental Trust with regard to a mid-term vacancy on its Board of Directors.

The Board acknowledged information submitted by Commissioner Swanson on the Local Government Innovation Forums.

COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Trusight Presentation, 12/14/11; Social Services Board, 12/15/11, Northwest Community Action, 12/15/11; Operations Committee, 12/20/11.

Commissioner Foldesi reported on the following committee meeting(s): Trusight Presentation, 12/14/11; Social Services Board, 12/15/11; Operations Committee, 12/20/11.

Commissioner Swanson reported on the following committee meeting(s): Trusight Presentation, 12/14/11; Statewide Radio Board Finance Committee, 12/14/11; Collaborative Governance Council, 12/14/11; Social Services Board, 12/15/11; Statewide Radio Board, 12/15/11; Roseau School Board, 12/15/11; Roseau County Committee on Aging, 12/19/11; Legislative Conference with Dan Fabian, 12/21/11.

Commissioner Phillipe reported on the following committee meeting(s): Trusight Presentation, 12/14/11; Warroad Watershed, 12/14/11; Social Services Board, 12/15/11; Roseau County Committee on Aging, 12/19/11.

Commissioner Walker reported on the following committee meeting(s): Trusight Presentation, 12/14/11; Warroad Watershed Board, 12/14/11; Social Services Board, 12/15/11.

Upon motion carried, the Board adjourned the regular meeting at 11:15 a.m. The next regular meeting of the Board is scheduled for January 3, 2012 at 9:30 a.m.

Attest:

Date: _____

Jeff Pelowski, Interim County Coordinator
Roseau County, Minnesota

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