
August 28, 2012

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on August 28, 2012 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. Presentation of Colors
2. Approve Agenda
3. Comments and Announcements
4. Approve Bills

8:45 Delegations/Board Appointments/Public Comments*

1. Marie Pahlen - DWI Court Coordinator
 - a. Annual Update and Funding Request
2. Rod Kjersten - Northwest Regional Library County Board Representative
 - a. Annual Update and 2013 Budget Discussion

9:15 Consent Agenda

1. August 14, 2012 Proceedings

9:20 County Committee Reports

9:20 Department Reports

1. **Auditor's Office**
 - a. 2013 Appropriations
 - b. 2012 General Election Canvassing Board Member Appointments
2. **Sheriff's Office**
 - a. Civil Process Clerk Hire
3. **Highway Department**
 - a. Purchase of Lowboy Trailer
 - b. Purchase of Truck
 - c. Transfer of Funds

10:00 BREAK

10:15 County Board Items

1. Flu Shot/Biometric Screening Coverage at Annual Health Fair
2. Old LEC Parking Lot Project
2. Commissioner Committee Reports

11:00 Unfinished Business

11:00 Adjourn

***Limited to five minutes**

County Coordinator's Office e-mail address: annmarie.miller@co.roseau.mn.us, Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

ITEM # APPT 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Pahlen, Marie ▼	DWI Court Coord ▼	Aug ▼	28 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 DWI COURT FUNDING

***Background (Provide sufficient detail of the subject):**
 Last year the County Commissioners approved continued financial support for another year of Roseau DWI Court by supplying \$20,500 for the Coordinator's position. The program is in need of confirmation as to whether or not the Board intends to continue it's financial support for the next year of operation.

***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: Jeff Pelowski, Interim Coordinator

ITEM # Appt. 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Kjersten, Rod ▼	NWRL ▼	Aug ▼	28 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Northwest Regional Library

***Background (Provide sufficient detail of the subject):**
 Rod Kjersten, County Board Rep to the Northwest Regional Library Board, will be meeting with the Board to give an annual update and discuss the 2013 NWRL budget.

***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: Jeff Pelowski, Interim Coordinator

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Miller, Ann Marie ▼	Administrative Assistant ▼	Aug ▼	28 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Proceedings

***Background (Provide sufficient detail of the subject):**
 Proceedings from the August 14, 2012 Board meeting are being submitted for Board review and approval.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Interim Coordinator

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 14, 2012

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, on Tuesday, August 14, 2012.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

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

APPROVAL OF AGENDA

Request for approval of forthwith claims was added to the payment of bills. A motion to approve the revised agenda was made by Commissioner Phillipe, seconded by Commissioner Foldesi and carried unanimously.

APPROVE BILLS

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

Warrants Approved For Payment 7/26/2012

Vendor Name	Amount
AFLAC	2,564.92
GRAFSTROM/PETER	3,850.20
KNIFE RIVER MATERIALS	418,857.28
MN DEPT OF FINANCE –TREAS	3,151.50
TOWN OF BEAVER	2,248.31
TOWN OF POHLITZ	3,003.08
35 Payments less than 2000.00	21,210.11
Final Total:	454,885.40

Warrants Approved For Payment 8/02/2012

Vendor Name	Amount
JOHNSON OIL CO INC	4,205.97
JOHNSON/LAURE A	4,006.88
NW MN SERV COOP-BLUE CROSS BLUE SHIELD	64,101.50
RIVERFRONT STATION	7,460.83
20 Payments less than 2000.00	11,115.61
Final Total:	90,890.79

Warrants Approved For Payment 8/09/2012

Vendor Name	Amount
ADGRO SALES AND SERVICE	78,500.00
ASPHALT PRESERVATION COMPANY	7,250.21
CENTURYLINK	2,814.55
LAW OFFICE OF STEVEN E HUGLEN-DBA	4,387.00
MN DEPT OF FINANCE -TREAS	2,447.00
ROSEAU CITY	11,645.85
WARROAD WATERSHED DISTRICT	10,000.00
7 Payments less than 2000	5,479.51
Final Total:	122,524.12

Warrants Approved On 8/14/2012 For Payment 8/17/2012

Vendor Name	Amount
AVIANDS LLC	6,158.63
BEITO REPAIR	26,409.55
EMERGENCY COMMUNICATIONS NETWORK LLC	11,800.00
FARMERS UNION OIL CO-LK BRNSN	6,772.07
FARMERS UNION OIL CO-WARROAD	12,287.60
H & L MESABI INC	2,323.67
HEADWATERS REGIONAL RADIO BOARD	2,200.00
HOFFMAN DALE & SWENSON PLLC	3,485.00
HOLTHUSEN CONSTRUCTION INC	27,500.00
HORNER PLUMBING & EXCAVATION	34,455.00
JOHNSON OIL CO INC	6,761.32
LIFECARE MEDICAL CENTER	6,529.83
MAR-KIT LANDFILL	36,941.10
MARCO INC	10,972.22
MN DEPT OF TRANSPORTATION	8,925.11
MSOP-MN SEX OFFENDER PROGRAM-D 462	3,043.20
NORTHERN RESOURCES COOPERATIVE	60,362.31
NORTHLAND TIRE	5,539.50
R & Q CONTRACTING INC	19,226.00
ROGER'S TWO WAY RADIO INC	5,093.62
ROSEAU CO COOP ASSN	11,515.75
ROSEAU CO HWY DEPT	23,315.67
SJOBORG'S INC	3,239.57
SWANSTON EQUIPMENT CORPORATION	2,822.69
TRUE NORTH STEEL	3,772.69
TRUSIGHT	6,137.33
88 Payments less than 2000.00	41,163.47
Final Total:	388,752.90

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously. The Board, by adoption of its Consent Agenda, approved the July 10, 2012 and the July 24, 2012 Proceedings; authorized Commissioner Walker to sign a letter in support of the Roseau/Lake of the Woods ATV Trail GIA Funding Proposal; approved the hire of Tim Cole as an Assistant Transfer Station Operator at a grade 5 step D; accepted the FY2013 Roseau County Trailblazers Snowmobile Capitol Improvement Grant and accepted the proposal from Hoffman, Dale and Swenson to provide auditing services to the county for a five year period beginning with year-ending December 31, 2012 through year-ending December 31, 2016, in the amount of \$24,500 per year.

COUNTY COMMITTEE REPORTS

Extension Committee

The Roseau County Extension Committee is requesting the County to partially fund a Commodity Crop Educator Position to provide research and education for producers. It was the consensus of the Board to deny this request.

DEPARTMENT REPORTS

Sheriff Gust met with the Board to request the acceptance of the resignation of the Civic Process Clerk and to authorize advertising for this position. A motion to accept the resignation of Civil Process Clerk Brandy Christian effective August 14, 2012 and to

authorize advertising for this position was made by Commissioner Phillipe, seconded by Commissioner Swanson and carried unanimously.

COUNTY BOARD ITEMS

The Board reviewed the applications received for the Warroad River Watershed District Board Member appointments. A motion to appoint Gerald Phillipe and Jeff O'Donnell to the Warroad River Watershed District Board for a three year term beginning September 19, 2012 was made by Commissioner Falk, seconded by Commissioner Phillipe and carried unanimously.

COMMISSIONER COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Sheriff Committee, 8/1/12; Courthouse Department Head meeting, 8/1/12; Operations Committee, 8/1/12; Great Northern Transmission Line Workshop, 8/2/12; Extension Committee, 8/6/12; Land Asset meeting, 8/9/12.

Commissioner Foldesi reported on the following committee meeting(s): Two Rivers Watershed District, 8/6/12; Soil and Water Conservation District, 8/14/12.

Commissioner Phillipe reported on the following committee meeting(s): DWI Court Graduation, 7/24/12; Election Training, 7/24/12; Warroad River Watershed District, 7/25/12; Sheriff's Committee, 8/1/12; Courthouse Department Head meeting, 8/1/12; Operations Committee, 8/1/12; Community Justice Coordinating Committee, 8/1/12; Lake Township Board, 8/8/12; Warroad City Council, 8/13/12; Warroad School Board, 8/13/12.

Commissioner Swanson reported on the following committee meeting(s): Roseau County Affordable Housing, 7/24/12; Roseau Convention and Visitors Bureau, 7/31/12; Sheriff's Committee, 8/1/12; Courthouse Department Head meeting, 8/1/12; Operations Committee, 8/1/12; Community Justice Coordinating Committee, 8/1/12.

Commissioner Walker reported on the following committee meeting(s): Sheriff's Committee, 8/1/12; Courthouse Department Head meeting, 8/1/12; Operations Committee, 8/1/12.

Upon motion carried, the Board adjourned the regular meeting at 11:00 a.m. The next regular meeting of the Board is scheduled for August 28, 2012 at 8:30 a.m.

Attest:

Date: _____

Jeff Pelowski, Interim County Coordinator
Roseau County, Minnesota

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

ITEM # Auditor 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Monsrud, Martie ▼	Auditor ▼	Aug ▼	28 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Discuss the 2013 Appropriations

***Background (Provide sufficient detail of the subject):**

***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: Jeff Pelowski, Interim Coordinator

ITEM # Auditor 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Monsrud, Martie ▼	Auditor ▼	Aug ▼	28 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Appoint Commissioners to the 2012 General Election Canvassing Board

***Background (Provide sufficient detail of the subject):**

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**
 RESOLUTION ESTABLISHING MEMBERSHIP ON THE CANVASSING BOARD FOR THE 2012 GENERAL ELECTIONS. BE IT RESOLVED that Commissioners _____ and _____ are appointed to serve on the 2012 General Election Canvassing Board which will meet on November 13, 2012 at 11:30 a.m. BE IT FURTHER RESOLVED that if one of the appointed members is unable to serve, another commissioner may serve in their place.

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: Jeff Pelowski, Interim Coordinator

ITEM # Sheriff's Office
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Gust, Steve ▼	Sheriff ▼	Aug ▼	28 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Civil Process Clerk Hire

***Background (Provide sufficient detail of the subject):**
 Requesting board action on hire of successful candidate for Civil Process Clerk 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: Jeff Pelowski, Interim Coordinator

ITEM # Hwy 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Ketring, Brian ▼	Engineer ▼	Aug ▼	28 ▼	2012 ▼
Amount of time being requested:				

***Subject Title (As it will appear on the agenda):**
 Purchase of a Lowboy Trailer

***Background (Provide sufficient detail of the subject):**
 Purchase of a Lowboy Trailer.

***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: Jeff Pelowski, Interim Coordinator

ITEM # Hwy 2

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Ketring, Brian ▼	Engineer ▼	Aug ▼	28 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
Purchase of a truck from Marvin's

***Background (Provide sufficient detail of the subject):**
Discuss the purchase of a truck from Marvin's.

***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: Jeff Pelowski, Interim Coordinator

ITEM # Hwy 3

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Ketring, Brian ▼	Engineer ▼	Aug ▼	28 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Municipal State Aid Construction Funds to Regular State Aid Construction Funds

***Background (Provide sufficient detail of the subject):**

Discuss the transfer of Municipal State Aid Construction Funds to Regular State Aid Construction Funds.

***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: Jeff Pelowski, Interim Coordinator



COUNTY OF Roseau

WHEREAS, Minnesota Statute 162.08, Subd 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the county board.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer \$280,000.00 (all funds) in excess of two years apportionment into the Regular Construction Account.

I, _____, duly appointed and qualified Auditor in and for the County of _____, State of Minnesota, do hereby certify that the above is a true and full copy of a resolution duly adopted by the County Board of _____ County, Minnesota, assembled in (regular)(special) session on the ___ day of _____, 20__.

County of _____
County Auditor

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



*Person Responsible for Request	*Department	*Board Meeting Date
Miller, Ann Marie ▼	Administrative Assistant ▼	Aug ▼ 28 ▼ 2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 County Employee Flu Shot/Biometric Screening Coverage at Annual Health Fair

***Background (Provide sufficient detail of the subject):**
 Blue Cross and Blue Shield will cover flu shot expenses for all covered County employees. Screenings are included in the wellness budget and will be covered for all employees. Requesting approval to cover flu shot expenses for employees who are not enrolled in the County's health insurance plan.

***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	<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: Jeff Pelowski, Interim Coordinator

**Roseau County Board
August 2012 Committee Report
Glenda A. Phillipe**

August 1 – Sheriff’s Committee – Roseau

COW

August 1 – Department Heads – Roseau

COW

August 1 – Operations Committee – Roseau

COW

August 1 – CJCC – Roseau

Victim Services position discussed.

August 8 – Lake Township – Warroad

Township may have county sand this winter; one building permit application approved; looking for replacement truck and/or tractor.

August 13 – City Council – Warroad

Seven Clans Casino breaks ground spring 2013; wildlife hazard evaluation/airport; no fall city deer hunting; renewal of DNR helipad/airport; resolution for Park Legacy Park application – public meeting 09/10/12 prior to council meeting; accepted airport grants.

August 13 – School Board – Warroad

Referendum approved to increase PPU from \$600.00 to \$1,000 – on general election ballot;

August 14 – County Board – Roseau

COW

August 14 – Election Judge – Warroad

Worked closing shift.

August 15 – Warroad Watershed District

Discussed budget; approved administration fees for Johnson approved.

August 16 – Canvass Board – Roseau

As required.

August 21 – Social Services – Roseau

COW – budget presented.

August 21 – Highway Department – Roseau

COW – budget presented.

August 21 – RBEG Grant - Wynne – Roseau

Grants for rural business – administration of same.

August 28 – County Board – Roseau

COW

August 29 – LDS Agency on Aging – TRF

JACK SWANSON COMMITTEE REPORTS

AUGUST 17, 2012 - BUILDING COMMITTEE; update on proposed courtroom security changes; staff will seek cost estimates

AUGUST 20, 2012 - ASSOCIATION OF MINNESOTA COUNTIES ANNUAL CONFERENCE PLANNING COMMITTEE (ST CLOUD); worked on workshop sessions for AMC conference in December; Roseau County will be part of a panel on forms of administration

AUGUST 21, 2012 - SOCIAL SERVICES BOARD

AUGUST 21, 2012 - HIGHWAY COMMITTEE

AUGUST 21, 2012 - OPERATIONS COMMITTEE; on RBEG grant

AUGUST 22, 2012 - WELLNESS COMMITTEE; on Oct 17 county/city/REC health fair