

January 15, 2013

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on January 15, 2013 at **9:00** a.m. in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

9:00 Call to Order

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

9:15 Delegations/Board Appointments/Public Comments*

9:20 Consent Agenda

1. December 26, 2012 and January 2, 2013 Proceedings
2. Small Cities Grant Application Letter of Support
3. Recorder's Office Compliance Report

9:30 Department Reports

1. Highway Department
 - a. Detour Agreement
 - b. Drift Skippers Snowmobile Club Permit
 - c. Final Payment to Davidson Construction, SAP 068-598-033
 - d. Final Payment to Davidson Construction, SAP 068-599-089
2. Sheriff's Office
 - a. Law Enforcement Joint Powers Agreement with the City of Greenbush
 - b. Employee Reclassification
3. Auditor's Office
 - a. Bid Opening - 2013 County Publishing
 - b. Liquor License Resolution

10:15 BREAK

10:30 County Board Items

1. County Board Chair Rotation
2. RCHS One Woman Nomination
3. Assessor Oath of Office
4. Commissioner Committee Reports

11:30 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/>

MINNESOTA

Waning influence

■ Rural areas have lost voice for important issues, report says

By Chuck Haga
Herald Staff Writer

Rural Minnesota “has lost its influence in policy discussions that occur in both the private and public sectors,” according to a new study by the nonprofit Center for Rural Policy and Development in St. Peter, Minn.

As the state’s rural population declines and ages, the study found that there are “fewer leaders or organizations who are dominant and effective voices on behalf of broad rural

Minnesota issues.”

Such traditional voices as agricultural groups “have lost influence as natural resources and other Greater Minnesota industries are a smaller part of Minnesota’s economy.”

Also, the “fragmentation” of advocacy for rural Minnesota has contributed to the loss of influence, according to the study. “Rural communities often end up competing more aggressively with each other than joining forces to compete as a region.”

Fragmented

Scott Huizenga, East Grand Forks city administrator, said the report’s reference to “fragmentation” struck him. “We have on one hand this notion that it’s the metropolitan area (of the Twin Cities) vs. Greater Minnesota with regard to fighting for resources, developing a voice and so on,” he said. “But we still see far too often Greater Minnesota competing within itself for ever-

WANING: See Page C6

WANING/

Continued from Page C1

shrinking resources.”

Even neighboring communities, such as East Grand Forks, Crookston and Ada, Minnesota, “work together whenever we can,” Huizenga said. “But we also know deep down there are times we have to go on our own. Sometimes at the Legislature, we have to be cooperative and in the next breath be competitive.”

Rural areas are “going to have to do it in a different way,” he said, “getting past the 20th century model of a lot of intergovernmental assistance like state aid to cities. That’s going by the wayside. We need now to do a better job of highlighting our strengths, including easy access to all amenities and great schools.”

Big rural issues

Issues that matter the most to rural Minnesota “don’t have a ‘home’ in the public policy arena,” the report states.

“There is no state agency dedicated to a comprehensive policy agenda for rural Minnesota; rural legislative caucuses have been inconsistent and not very effective; and the statewide organizations with the greatest influence focus

more and more of their attention on the Twin Cities and regional communities.”

According to the center, the new Legislature faces major decisions on taxes and transportation, health and education issues, all critical to rural Minnesota.

While admitting that creation of a single, unifying voice for rural Minnesota would be impossible, the center urges “more strategic collaboration” and a more focused, research-driven rural agenda. It also recommends a greater effort to educate policymakers on the benefits of a strong rural Minnesota.

View from Warren

Cam Fanfulik, executive director of the Northwest Regional Development Commission, said that he hasn’t had a chance to review the study report, but he offers a more upbeat assessment.

“We are much more optimistic about our region,” he said.

The commission, based in Warren, Minn., serves Kittson, Marshall, Norman, Pennington, Polk, Red Lake and Roseau counties.

Population loss “is a severe issue here, and addressing it is difficult,” Fanfulik said. “But this area is so entrepreneurial and business-ori-

ented. Also, there are many people who like it here.”

In a comprehensive economic development strategy report just released by the commission, “quality of life” and “quality of place” are cited as factors vital to attracting visitors, residents and workers to Northwest Minnesota. That should include greater promotion of cultural and recreational activities and attractions.

“In the past four years, I don’t think we were nearly as affected by the recession as the rest of the country,” he said. “Agriculture played a big role in that. Prices and weather were decent, and we had good crops. That plays out in all the small towns, too.”

He agreed that rural influence at the legislative level “maybe is diminishing some,” but he ticked off a half-dozen or so area legislators and called them “real strong advocates for rural Minnesota.”

Rural Minnesota is “always going to have that situation, where there’s more power in urban areas,” he said. “But we are not lacking a voice.”

On the Web: The full study, released this week in anticipation of Tuesday’s convening of the 2013 Minnesota Legislature, is available online at www.ruralmn.org/publications/finding-the-voice-of-rural-minnesota.

Commissioner Swanson

1-4-2013

On behalf of the Roseau County Historical Society Board of Directors, I would like to express our appreciation for the 2013 appropriation.

The additional will help us add exhibits and programming. It will also help us to better continue telling the story/history of Roseau County.

Thank you for your continued support of the historical society and museum.

Mary Thumber
Batts

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Miller, Ann Marie ▼	Admin Asst ▼	Jan ▼	15 ▼	2013 ▼

Amount of time being requested:

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

***Background (Provide sufficient detail of the subject):**
 Requesting Board approval on Proceedings from the December 26, 2012 and January 2, 2013 Board Meetings.

***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	
Falk	<input type="text"/>	Passed <input type="text"/>				
Foldesi	<input type="text"/>					
Miller	<input type="text"/>	Failed <input type="text"/>				
Phillipe	<input type="text"/>					
Swanson	<input type="text"/>	Tabled <input type="text"/>				

ATTEST: Jeff Pelowski, Coordinator

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

December 26, 2012

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, on Tuesday, December 26, 2012.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

The meeting was called to order at 9:00 a.m. by Board Vice-Chair Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe, Jack Swanson and Russell Walker.

APPROVAL OF AGENDA

A final payment and a constituent ditch matter were added to the Highway Department appointment and forthwith payments were added to the payment of bills. A motion to approve the amended agenda was made by Commissioner Foldesi, seconded by Commissioner Walker and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

The Board acknowledged a thank you note from the Roseau County Food Shelf expressing their gratitude for the County's continued support. Commissioner Phillipe informed the Board of the resignation of Shannon Hendrickson as the Director of the Land of the Dancing Sky Area Agency on Aging Board.

APPROVE BILLS

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

Warrants Approved For Payment 12/13/2012

Vendor Name	Amount
CENTURYLINK	2,789.94
GRAFSTROM/LESTER & VERNA	2,173.50
GRAFSTROM/SAMUEL & LOLA	10,722.60
LORENSEN/DELORIS	3,528.00
MN DEPT OF FINANCE -TREAS	2,502.00
OSLUND/LAYTON & MARIE	8,135.10
ROSEAU CITY	7,784.66
8 Payments less than 2,000.00	6,899.91
Final Total:	44,535.71

Warrants Approved For Payment 12/20/2012

Vendor Name	Amount
DELL MARKETING LP	4,791.80
ROSEAU CO MEDICAL TRAVEL	2,800.00
10 Payments less than 2,000.00	3,331.69
Final Total:	10,923.49

Warrants Approved On 12/26/2012 For Payment 12/28/2012

Vendor Name	Amount
ANOKA COUNTY MEDICAL EXAMINER	2,000.00
CDW GOVERNMENT INC	5,989.63
DYNAMIC IMAGING SYSTEMS INC	2,667.21
E-911	5,635.14

ELECTION SYSTEMS & SOFTWARE INC	8,403.12
GARTNER REFRIGERATION CO	14,800.00
LIFECARE MEDICAL CENTER	3,036.00
MN COUNTIES COMPUTER COOP	4,050.00
NORTHERN RESOURCES COOPERATIVE	2,820.43
NOVACEK/PATRICK	10,858.79
PRO TECH SECURITY SALES DBA	7,418.00
R & Q CONTRACTING INC	27,132.00
REGENTS OF U OF MINNESOTA	16,224.99
RINKE-NOONAN LAW FIRM	2,487.00
ROSEAU CO ENVIRONMENTAL OFFICE	17,500.00
ROSEAU CO SOIL & WATER CONS	10,702.77
ROSEAU CO TREASURER	14,854.07
59 Payments less than 2,000.00	26,386.78
Final Total:	182,965.93

The Board approved forthwith payments to Joe Ulwelling in the amount of \$100.00 for RBEG meeting; Gary Boekelheide in the amount of \$100.00 for RBEG meeting; Multi Office Products in the amount of \$79.54 for office supplies; Marco in the amount of \$58.28 for copier maintenance; Tim Erickson in the amount of \$235.88 for mileage reimbursement; CDW Government, Inc. in the amount of \$9,986.99 for software and software support and \$11,116.99 for computer equipment; Jeff O'Donnell in the amount of \$4,550.00 for ditch grading in Clear River Township, \$2,600.00 for ditch grading in America Township, \$148.00 for snow plowing in Clear River Township, and \$170.00 for snow plowing in America Township; and to Stuart Gust in the amount of \$150.00 for beaver removal from Ditch 63.

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Cam Fanfulik, Loan Manager/Economic Development Planner for the Northwest Regional Development Commission met with the Board to review their 2013 Comprehensive Economic Development Strategy and to request Board support of that five year plan. A motion was made by Commissioner Phillipe, seconded by Commissioner Foldesi and carried unanimously to adopt the following resolution:

2012-12-04

WHEREAS, The seven counties of the Northwest Regional Development Commission have been designated as an Economic Development District by the Federal Economic Development Administration; and

WHEREAS, Roseau County has actively participated in that Economic Development District; and

WHEREAS, It is a requirement of the Economic Development Administration that the counties in the District approve the Comprehensive Economic Development Strategy (CEDs) each year in order for the Region to retain this status and the benefits which are available to a district as a result of this status; and

WHEREAS, Roseau County Commissioners have reviewed the 2013 Update of the Comprehensive Economic Development Strategy (CEDs) and agree with the development strategies set forth in that Program,

NOW, THEREFORE BE IT RESOLVED, that Roseau County adopt the 2013 Comprehensive Economic Development Strategy (CEDS) as an expression of the preferred approach to economic development in the district.

BE IT FURTHER RESOLVED, That Roseau County will continue to participate in the on-going planning and development process represented by the Comprehensive Economic Development Strategy (CEDS).

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously. The Board by adoption of its Consent Agenda approved the December 11, 2012 Proceedings; approved the Local Deputy Registrar Maintenance of Local Driver's License and ID Services (Resolution #2012-12-05); approved the appointment of Steve Gust to a four-year term, effective 1-1-2013, as a member of the Northwest Minnesota Juvenile Center Board; approved advertising for bids for 2013 County publishing and approved a one-year agreement with Docutech, in the amount of \$799.00, for County Attorney case management software.

DEPARTMENT REPORTS

Highway Department

Mr. Robbie Christianson requested time with the Board and Engineer Ketring to discuss water flow problems along County Road 103 north of Greenbush. Christianson stated that there is inadequate flow in the CR 103 ditch due to a land owner ring dike restricting the flow of water. The dike was installed by the Two Rivers Watershed District two years ago. The TRWD has stated that they are working on resolving this problem. The Board expressed concern over using a County Road as part of a ring dike. Ketring noted that the inadequate drainage along the dike could affect the integrity of the road and that the Highway Department is monitoring this. Mr. Christianson requested a letter of support from the Board stating this matter will be resolved. A motion to have the Board draft a letter of support was made by Commissioner Foldesi, seconded by Commissioner Phillippe and carried unanimously.

Engineer Ketring provided an update for Commissioners on the results of a complaint sent by Mr. James Jenson on May 22, 2012, to the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design Complaint Committee. This Board has the authority to revoke or suspend licensure, issue fines and/or reprimands. Ketring noted that he responded to this complaint with input from the MN Department of Transportation, MN Pollution Control Agency, MN Counties Insurance Trust, County Leadership Team and County Commissioners. The response was reviewed by the Complaint Board on September 18, 2012. The County was then notified that all of the allegations filed in Mr. Jenson's complaint were dismissed. Ketring thanked the Board for their support during this process.

A motion to provide final payment to Taggart Excavating and Septic Inc., for a bridge replacement project, in the amount of \$17,006.02, was made by Commissioner Falk, seconded by Commissioner Phillippe and carried unanimously.

COMMITTEE REPORTS

Building Committee

Dave Anderson, on behalf of the Building Committee, met with the Board to discuss Courthouse security and Courtroom renovations. The Board discussed Courthouse security at length. Sheriff Gust researched the purchase of a mobile metal detector. The cost for a used unit would be approximately \$1,500 and a new unit approximately \$5,000. It was noted that the greatest cost of placing a metal detector at the Courthouse could be staffing. Depending on how often the detectors are used, staffing costs could be significant. It was the consensus of the Board to table further discussion on the purchase of metal detectors at this time.

In addition, Anderson provided an update on the progress of the Courtroom remodel project. Architectural drawings have been prepared showing a new layout of seating for Court Administration personnel, re-routing how inmates enter the Courtroom. The plans for the Courtroom remodel could also include a new sound system. Accurate specifications for both projects are essential to preparing the final bid package. The sound system vendor, Marco, has indicated that the monies spent for preparing bid specifications will be put toward the total redesign if awarded the project. The Building Committee is requesting the Board authorize the payout to the vendors for this purpose. A motion to payout \$2,500, not to exceed \$3,500 to Richard Rude, Architect, to prepare building specifications and a payout of a maximum of \$1,500 to Marco to prepare sound system specifications was made by Commissioner Foldesi, seconded by Commissioner Swanson and carried unanimously.

COUNTY BOARD ITEMS

The Board discussed the final 2013 Appropriations. A motion was made by Commissioner Foldesi, seconded by Commissioner Swanson and carried unanimously to adopt the following resolution:

2012-12-06

BE IT RESOLVED that the Roseau County Board does hereby approve the 2013 Appropriations as follows:

Roseau County Historical Society	\$45,000
NW Regional Library	\$95,000
Roseau County Agricultural Society	\$15,000
Memorial Day	\$600
Roseau County Senior Med Travel	\$10,000
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

*For distribution in 2014

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

2012-12-09

BE IT RESOLVED, that the Roseau County Board does hereby approve the Elected Official Salaries for 2013 as follows:

	Actual 2012	Proposed 2013
Auditor	\$ 66,809.60	\$ 69,429.05
Treasurer	\$ 68,224.00	\$ 68,224.00
Sheriff	\$ 73,091.20	\$ 75,989.45
Attorney	\$ 88,732.80	\$ 91,938.43
Recorder	\$ 62,379.20	\$ 62,379.20
Commissioners	\$ 19,214.00	\$ 19,214.00

BE IT FURTHER RESOLVED, that steps will be awarded, if applicable, to elected officials on January 1st. (Included in the 2013 proposed salaries.)

The Board discussed the 2013 levy. The preliminary 2013 Levy was approved on September 11, 2012.

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

2012-12-07

BE IT RESOLVED, that the final payable 2013 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

The Board discussed the final 2013 Budget. The preliminary 2013 Budget was approved on September 11, 2012.

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

2012-12-08

BE IT FURTHER RESOLVED, that the budgets for the year 2013, incorporating the Final Levy shown above, are hereby approved as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Net Budget</u>
Revenue	\$5,699,530	\$5,816,605	-\$117,075
Road & Bridge	9,441,927	9,568,947	-127,020
Welfare	3,395,480	3,559,980	-164,500
<u>Debt Service</u>	<u>486,520</u>	<u>446,474</u>	<u>40,046</u>
Tax Supported Funds – Total	\$19,023,457	\$19,392,006	-\$368,549
Environmental	<u>\$1,104,581</u>	<u>\$1,072,273</u>	<u>\$32,308</u>
Total All Funds	\$20,128,038	\$20,464,279	-\$336,241

COMMISSIONER COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Ditch 51 Public Hearing, 12/12/12; Joint Powers Natural Resource Board, 12/17/12; Social Services Board, 12/18/12; Highway Committee, 12/18/12; Building Committee, 12/19/12; Revolving Loan Committee, 12/21/12.

Commissioner Foldesi reported on the following committee meeting(s): Greenbush Elevator meeting 12/17/12; Social Services Board, 12/18/12; Highway Committee, 12/18/12; Tri-County Ambulance Service meeting, 12/18/12.

Commissioner Phillipe reported on the following committee meeting(s): Warroad City Council meeting, 12/13/12; Social Services Board, 12/18/12; Highway Committee, 12/18/12; Revolving Loan Committee, 12/21/12.

Commissioner Swanson reported on the following committee meeting(s): Economic Development meeting with City of Roseau and Coalition of Greater Minnesota Cities, 12/12/12; Statewide Radio Board Finance Committee, 12/13/12; Roseau County Affordable Housing Committee, 12/13/12; NW Regional Radio Board, 12/14/12; Social Services Board, 12/18/12; Highway Committee, 12/18/12; Building Committee, 12/19/12; Roseau City Council, 12/21/12.

Commissioner Walker reported on the following committee meeting(s): Joint Powers Natural Resource Board, 12/17/12; Social Services Board, 12/18/12; Highway Committee, 12/18/12.

UNFINISHED BUSINESS

Board Vice-Chair Falk presented Commissioner Russell Walker with a Letter of Recognition commending Walker for his 16 years of service as Commissioner of District 4.

Upon motion carried, the Board adjourned the regular meeting at 12:25 p.m. The next regular meeting of the Board is scheduled for January 2, 2013 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, Interim County Coordinator
Roseau County, Minnesota

Roger Falk, Vice-Chair
Board of County Commissioners
Roseau County, Minnesota

DRAFT

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

January 2, 2013

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Wednesday, January 2, 2013 at 9:00 a.m.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

The meeting was called to order at 9:00 a.m. by Board Vice-Chair Roger Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe, Jack Swanson and Commissioner Elect Todd Miller.

APPROVAL OF AGENDA

Commissioner Falk requested the 2013 Mileage Expense Reimbursement and Advertisement for General Clerical Worker agenda items be moved to County Board Items. A motion to adopt the amended agenda was made by Commissioner Phillipe seconded by Commissioner Foldesi and carried unanimously.

SWEARING IN CEREMONY

Commissioners Swanson and Miller were sworn in by Auditor Martha Monsrud.

ELECTION OF ROSEAU COUNTY BOARD CHAIR AND VICE-CHAIR

County Coordinator Jeff Pelowski called for nominations for the 2013 Board Chair. Commissioner Swanson nominated Commissioner Falk. Coordinator Pelowski called for further nominations and hearing none, called for a motion to cease nominations. A motion to cease nominations and cast a unanimous ballot for Commissioner Falk as County Board Chair was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

Chair Falk called for nominations for the 2013 Board Vice-Chair. Commissioner Foldesi nominated Commissioner Swanson. Chair Falk called for further nominations. A motion to cease nominations and cast a ballot for Commissioner Swanson as Vice-Chair was made by Commissioner Foldesi, and carried with a four to one vote with Commissioner Phillipe opposed.

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Swanson, seconded by Commissioner Phillipe and carried unanimously. The Board, by adoption of its consent agenda, set the 2013 pocket gopher bounty at \$2.50 per gopher with an additional \$1.00 reimbursement paid for gophers trapped in unorganized townships, (this matches the additional \$1.00 that organized townships pay for gopher bounty), and authorized the Auditor to pay routine bills.

COUNTY BOARD ITEMS

Unpaid Time-Off Policy

Coordinator Pelowski met with the Board to discuss adopting an Unpaid Time-Off Policy to fill a potential void left by not renewing the Voluntary Time-Off Policy. Pelowski

noted that the only other option employees would have for time-off requests after having exhausted sick and vacation would be to request a personal leave of absence, which requires Board approval. The Unpaid Time-Off requests would be approved at the Department Head level. A motion was made by Commissioner Phillipe, seconded by Commissioner Swanson and carried unanimously to adopt the following policy:

Unpaid Time Off Policy

A regular full-time employee may receive unpaid time off, per the following conditions:

- Must be pre-approved by the Department Head;
- Must not exceed ten (10) days per calendar year;
- Must have exhausted their vacation hours, holiday hours, and comp time balances;
- The employee will not accrue any vacation or sick holiday time when utilizing unpaid time off;
- The employee will be responsible to pay all applicable benefit-related costs, (insurance premiums, etc), on a pro-rated basis.

Mileage Expense Reimbursement

Commissioner Falk suggested the Board discuss the 2013 Mileage Expense Reimbursement rate and requested a 2012 mileage expense summary. The Commissioners discussed communicating to Department Heads that all employees should be using the County Vehicles whenever possible. Further discussion will be carried over to the next Operations Committee meeting. A motion to set the 2013 mileage expense reimbursement rate, established by the IRS, at 56.5 cents per mile, allowing changes to be made to this rate if the IRS rate should change during the year, was made by Commissioner Phillipe, seconded by Commissioner Miller and carried unanimously.

General Clerical Worker Hire

The Board discussed the request to hire a full-time "floater" clerical position for the offices of the County Recorder, County Treasurer and County Auditor. The requesting offices have included this position in their respective 2013 budgets. A job description for this new position was created and sent to Trusight for review. Trusight responded with revisions to the job description and rated the position at a Grade 4. Auditor Monsrud distributed the job description for Board review. A motion to advertise to hire a full-time clerical "floater" at a Grade 4, Step A, was made by Commissioner Swanson, seconded by Commissioner Phillipe and carried unanimously.

Committee Appointments

The Board reviewed the 2013 Committee Appointments. A motion was made by Commissioner Falk, seconded by Commissioner Foldesi and carried unanimously to adopt the 2013 Committee Appointments as follows:

Association of MN Counties - Board of Directors	
Committee Members	Alternate(s)
Commissioner Jack Swanson	
Association of MN Counties Agriculture Policy Committee	
Committee Members	Alternate(s)
Commissioner Mark Foldesi	Commissioner Todd Miller
Commissioner Roger Falk	

Association of MN Counties – County Delegates

005 **Committee Members** **Alternate(s)**
Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Todd Miller
Commissioner Glenda Phillipe
Commissioner Jack Swanson
Social Services Director Dave Anderson
CC/ESD Jeff Pelowski
Auditor Martha Monsrud

Association of MN Counties Conference Planning Committee

Committee Members **Alternate(s)**
Commissioner Jack Swanson

Association of MN Counties Futures Task Force

Committee Members **Alternate(s)**
Commissioner Jack Swanson

Association of MN Counties General Government Policy Committee

Committee Members **Alternate(s)**
Commissioner Jack Swanson

Association of MN Counties Health & Human Services Policy Committee

Committee Members
Social Services Director Dave Anderson

Association of MN Counties Environment and Natural Resources Policy Committee

Committee Members
Commissioner Todd Miller

Association of MN Counties Public Safety Policy Committee

Committee Members
Commissioner Glenda Phillipe

Association of MN Counties Transportation & Infrastructure Policy Committee

Committee Members **Alternate(s)**
Commissioner Roger Falk

Building Committee

Committee Members **Alternate(s)**
Commissioner Roger Falk
Commissioner Jack Swanson
CC/ESD Jeff Pelowski
Auditor Martha Monsrud
Social Services Director Dave Anderson
Sheriff Steve Gust
IT Administrator Chris Stauffer
Building Mgmt. Supervisor Lenny Johnson

Cities Counties and Other Government Agencies (COGA)

Committee Members **Alternate(s)**
HR/Ben Administrator Patty Ignaszewski CC/ESD Jeff Pelowski
Fiscal Supervisor Gwynne Roadfelt

Collaborative Governance Council

Committee Members **Alternate(s)**
Commissioner Jack Swanson

Committee of the Whole

Committee Members

Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Todd Miller
Commissioner Glenda Phillipe
Commissioner Jack Swanson

Alternate(s)

Community Justice Coordinating Committee

Committee Members

Commissioner Jack Swanson
County Attorney Karen Foss
Assistant County Attorney Mike Grover
Judge Donna Dixon
Sheriff Steve Gust
Social Services Director Dave Anderson
Jail Administrator Janice Anderson
Behavioral Health Director Jan Carr
Probation Agent Scott Leverington

Alternate(s)

Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Todd Miller
Commissioner Glenda Phillipe

County Fair Planning Committee

Committee Members

Commissioner Jack Swanson
Commissioner Glenda Phillipe
Administrative Assistant Cindy Tangen
Auditor Martha Monsrud
Administrative Assistant Ann Marie Miller

Alternate(s)

DNR County Road Planning Committee per MN Statute 89.01 subd. 7/Unorganized Road Planning Committee

Committee Members

Commissioner Mark Foldesi
Commissioner Todd Miller

Alternate(s)

Commissioner Roger Falk
Commissioner Glenda Phillipe

DNR Legacy Advisory Committee

Committee Members

Commissioner Glenda Phillipe

Alternate(s)

Emergency Management

Committee Members

Commissioner Roger Falk
Commissioner Todd Miller
County Assessor Al Heim
County Attorney Karen Foss
Auditor Martha Monsrud
County Engineer Brian Ketring
Emergency Manager Gracia Nelson
CC/ESD Jeff Pelowski
Recorder Pam Grand
Social Service Director Dave Anderson
Treasurer Diane Gregerson
Sheriff Steve Gust
Chief Deputy Curt Hauger

Alternate(s)

Commissioner Mark Foldesi
Commissioner Glenda Phillipe
Commissioner Jack Swanson

Flood Plain Map Advisory Committee - Committee of the Whole

Committee Members	Alternate(s)
Commissioner Roger Falk	
Commissioner Mark Foldesi	
Commissioner Glenda Phillipe	
Commissioner Jack Swanson	
Commissioner Todd Miller	
CC/ESD Jeff Pelowski	
Engineer Brian Ketring	
Emergency Manager Gracia Nelson	
RRWD - TBD	
WRWD Rick Battles	
TRWD Dan Money	
PE Brian Schaible	

Greater Minnesota Advisory Panel

Committee Members	Alternate(s)
Commissioner Jack Swanson	

Greater Minnesota Housing Fund - MN Housing Partnership

Committee Members	Alternate(s)
Commissioner Glenda Phillipe	
Commissioner Jack Swanson	

Greater Minnesota Parks & Trails Coalition

Committee Members	Alternate(s)
Commissioner Roger Falk	
Commissioner Glenda Phillipe	

Highway Department - Committee of the Whole

Committee Members	Alternate(s)
Commissioner Roger Falk	
Commissioner Mark Foldesi	
Commissioner Todd Miller	
Commissioner Glenda Phillipe	
Commissioner Jack Swanson	
Asst County Engineer Daryl Dahl	
County Engineer Brian Ketring	

Insurance Committee

Committee Members	Alternate(s)
Commissioner Todd Miller	Commissioner Glenda Phillipe
Commissioner Jack Swanson	
Wellness Coordinator Cindy Tangen	
Civil Process Clerk Tara Halvorson	
Deputy Accountant Rhonda Hanson	
Deputy Auditor Courtney Peters	
HR/Ben Administrator Patty Ignaszewski	
Financial Worker Rosalie Isham	
Fiscal Supervisor Gwynne Roadfelt	
Heavy Equipment Oper. Jason Monsrud	

Joint Ditch Authority**Committee Members**Ditch Commissioners

Judicial Ditch No. 19 District 3 & 5
 Judicial Ditch No. 2 District 1 & 4
 Judicial Ditch No. 33 District 2 & 5
 State Ditch No. 50 District 2, 3 & 5
 State Ditch No. 62 District 3 & 4
 Judicial Ditch No. 63 District 2, 3, 4, 5
 State Ditch No. 72 District 2, 3 & 5
 State Ditch No. 90 District 5
 State Ditch No. 95 District 2, 3 & 5

Alternate(s)

Adjoining County
 Marshall
 Lake of the Woods
 Kittson
 Kittson
 Lake of the Woods
 Marshall
 Kittson
 Kittson & Marshall
 Kittson

Joint RRWD/TRWD & Kittson County & Roseau County Ditch Committee**Committee Members**

Commissioner Mark Foldesi
 Commissioner Roger Falk

Alternate(s)

Commissioner Todd Miller

Joint Powers Natural Resource Board**Committee Members**

Commissioner Roger Falk
 Commissioner Todd Miller

Alternate(s)

Commissioner Mark Foldesi

KaMaR Board**Committee Members**

Commissioner Mark Foldesi

Alternate(s)

Commissioner Jack Swanson

Land Asset Pilot Committee - Committee of the Whole**Committee Members**

Commissioner Roger Falk
 Commissioner Mark Foldesi
 Commissioner Todd Miller
 Commissioner Glenda Phillipe
 Commissioner Jack Swanson
 Assessor Al Heim
 Auditor Martha Monsrud
 Engineer Brian Ketring

Alternate(s)**Land of the Dancing Sky Area Agency on Aging (NWRDC) 21 County BOARD****Committee Members**

Commissioner Glenda Phillipe

Alternate(s)**Land of the Dancing Sky Area Agency Advisory NWRDC COMMITTEE****Committee Members**

Commissioner Glenda Phillipe

Alternate(s)**Land Use Committee - Committee of the Whole****Committee Members**

Commissioner Roger Falk
 Commissioner Mark Foldesi
 Commissioner Todd Miller
 Commissioner Glenda Phillipe
 Commissioner Jack Swanson
 CC/ESD Jeff Pelowski
 Assessor Al Heim
 Engineer Brian Ketring
 Auditor Martha Monsrud

Alternate(s)

Tax Forfeited Land Sale Subcommittee - Committee of the Whole**Committee Members**

Commissioner Roger Falk
 Commissioner Mark Foldesi
 Commissioner Todd Miller
 Commissioner Glenda Phillipe
 Commissioner Jack Swanson
 Assessor Al Heim
 Auditor Martha Monsrud
 Deputy Auditor Stacy Novak
 Engineer Brian Ketring

Alternate(s)**Law Library Board of Trustees MS 134A.10 Sub 4****Committee Members**

Commissioner Jack Swanson
 Judge Donna Dixon
 Law Clerk Annie Jenson
 County Attorney Karen Foss
 Court Administrator Teresa McDonnell

Alternate(s)

Commissioner Mark Foldesi

Legislative Committee - Committee of the Whole**Committee Members**

Commissioner Roger Falk
 Commissioner Mark Foldesi
 Commissioner Todd Miller
 Commissioner Glenda Phillipe
 Commissioner Jack Swanson

Alternate(s)**MCCC County Attorney Users Group****Committee Members**

County Attorney Karen Foss

Alternate(s)

Legal Admin Asst Diane Roseen

Minnesota Association of Professional County Economic Developers**Committee Members**

Commissioner Glenda Phillipe

Alternate(s)**Minnesota County Computer Cooperative****Committee Members**

IT Administrator Chris Stauffer

Alternate(s)

Auditor Martha Monsrud
 Treasurer Diane Gregerson
 Assessor Al Heim
 Deputy Auditor Stacy Novak
 IT Tech Chad Wulff

Minnesota Counties Intergovernmental Trust (MCIT) DELEGATE**Committee Members**

Auditor Martha Monsrud

Alternate(s)

Commissioner Todd Miller

Minnesota Counties Intergovernmental Trust (MCIT) CONTACT**Committee Members**

Auditor Martha Monsrud, Primary Contact
 CC/ESD Jeff Pelowski, Workers Comp Contact

Alternate(s)**Minnesota Rural Counties Caucus (MRCC)****Committee Members**

Commissioner Todd Miller

Alternate(s)

All Commissioners

Northern Counties Land Use Coordinating Board		
	Committee Members	Alternate(s)
	Commissioner Jack Swanson	All Commissioners
Northwest Community Action Board		
	Committee Members	Alternate(s)
	Commissioner Mark Foldesi	Commissioner Roger Falk
Northwest MN Household Hazardous Waste Joint Powers Board		
	Committee Members	Alternate(s)
	Commissioner Jack Swanson CC/ESD Jeff Pelowski	Commissioner Glenda Phillipe
Northwest MN Housing & Redevelopment Authority		
	Committee Members	Alternate(s)
	Commissioner Jack Swanson	
Northwest MN Juvenile Center		
	Committee Members	Alternate(s)
	Social Service Director Dave Anderson Sheriff Steve Gust	
Northwest MN Regional Development Transportation Committee		
	Committee Members	Alternate(s)
	Commissioner Roger Falk County Engineer Brian Ketring	Any Other Commissioner
Northwest MN Regional Library Board		
	Committee Members	Alternate(s)
	Rod Kjersten	n/a
Northwest MN Regional Radio Board		
005	Committee Members	Alternate(s)
	Commissioner Jack Swanson	Commissioner Roger Falk
Northwest Regional Development Commission		
	Committee Members	
	Commissioner Mark Foldesi	County Board Rep
	Jim Christianson	School Board Rep
	Buddy Erickson	Township Board Rep
	Gerry Schiltz	Municipality Rep
Northwest Regional Development Commission Arts Council		
	Committee Members	Alternate(s)
	Aliza Olson Charles Erickson	
Northwest Regional Development Commission Executive Board of Directors		
	Commissioner Mark Foldesi	Buddy Erickson (Alternate)
Noxious Weed Appeal MS 18.83, Subd 3		
	Committee Members	Alternate(s)
	Commissioner Mark Foldesi Curtis Skrutvold Snooky Erickson Tim O'Donnell Arne Heggedal Greg Braaten	Any Other Commissioner

Operations Committee

Committee Members

Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Todd Miller
Commissioner Glenda Phillipe
Commissioner Jack Swanson
Assessor Al Heim
Attorney Karen Foss
Auditor Martha Monsrud
Building Supervisor Lenny Johnson
CC/ESD Jeff Pelowski
Emergency Manager Gracia Nelson
Highway Engineer Brian Ketring
IT Administrator Chris Stauffer
Recorder Pam Grand
Sheriff Steve Gust
Social Service Director Dave Anderson
Treasurer Diane Gregerson
VSO Don Dunn
4H Coordinator Sandi Weiland

Alternate(s)

Personnel Appeal Committee MS 375.65

Committee Members

Carol Klotz, LifeCare Medical Center
Brian Gunnell, Polaris Industries
Mark Watson, Marvin Windows

To be appointed per County Personnel Act: Three non-county employees with Human Resource experience. Terms should be staggered.

Public Health Committee

Committee Members

Commissioner Glenda Phillipe
Commissioner Jack Swanson
County Attorney Karen Foss
CC/ESD Jeff Pelowski
Emergency Manager Gracia Nelson
LifeCare Medical Center Cathy Huss
LifeCare Medical Center Julie Pahlen
Sheriff Steve Gust
Social Services Director Dave Anderson
Auditor Martha Monsrud

Alternate(s)

Commissioner Mark Foldesi

Quin County Community Health Advisory Board

Committee Members

Commissioner Mark Foldesi
Public Health Rep Julie Pahlen

Alternate(s)

Commissioner Jack Swanson

Red River Basin Commission Joint Powers Board

Committee Members

Commissioner Roger Falk

Alternate(s)

Any Other Commissioner

Red River Development Association

Committee Members

Selvin Buddy Erickson, Jr.

Alternate(s)

Regional Radio Advisory Board (RAC)

005	Committee Members Emergency Manager Gracia Nelson Pat Novacek - At Large Member	Alternate(s)
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Roseau County Affordable Housing Fund Advisory Board

Committee Members Commissioner Jack Swanson	Alternate(s) Commissioner Glenda Phillipe
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Roseau County Board of Adjustment MS 394

Committee Members Bernard Gonshorowski John Douglas Randy Horner CC/ESD Jeff Pelowski	Alternate(s)
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Roseau County Committee on Aging

Committee Members Commissioner Glenda Phillipe Richard Otto (City of Roseau) Bill Cain (District 1) Sue Lisell (District 2) Sandi Otto (District 3) Jim Hallan (District 4) Rachel Green (District 5)	Alternate(s) Commissioner Jack Swanson
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Roseau County Extension Committee MS 38.36

Committee Members Auditor Martha Monsrud Commissioner Roger Falk Commissioner Jack Swanson Thor Didrikson Doug Green Rhett Hulst Matt Ulwelling Kari Milner Carmen Przekwas	Alternate(s) Commissioner Mark Foldesi
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Roseau County Revolving Loan Committee

Committee Members Commissioner Roger Falk Commissioner Glenda Phillipe Auditor Martha Monsrud Gary Boekelheide, Security State Bank Robert Foley, Jr., Citizens State Bank Joe Ulwelling, Border State Bank	Alternate(s)
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Roseau County Soil & Water Conservation District

611	Committee Members Commissioner Mark Foldesi	Alternate(s) Commissioner Todd Miller
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Roseau River Watershed District Board

611	Committee Members	Alternate(s)
	Laverne Voll	
	Aaron Magnusson	
	LeRoy Carrier	
	Floyd Haugen	
	Cody Schmalz	

Roseau River Watershed District (Commissioner Delegates)

611	Committee Members	Alternate(s)
	Commissioner Roger Falk	Commissioner Mark Foldesi
	Commissioner Todd Miller	Commissioner Glenda Phillipe
		Commissioner Jack Swanson

Safety Committee MS 182.676

Committee Members	Alternate(s)
<u>Highway (3)</u>	
Brian Ketring	
Terry Haaby	
Wilfred Moser	
<u>Law Enforcement (3)</u>	
Steve Gust	
Mary Solberg	
Kelly Gustafson	
<u>Courthouse Administration (3)</u>	
Martha Monsrud	
Patty Ignaszewski	
Carmie Stoe	
<u>Transfer Station (1)</u>	
Jeff Pelowski	
<u>Maintenance (1)</u>	
Lenny Johnson	
<u>County Board (2)</u>	
Commissioner Roger Falk	
Commissioner Jack Swanson	
<u>Social Services (2)</u>	
Dave Anderson	
Julie Hallie	
<u>Ex-Officio</u>	
Gracia Nelson	
Greg Dahl	

Sheriff's Department Meeting - Committee of the Whole

Committee Members	Alternate(s)
Commissioner Roger Falk	
Commissioner Mark Foldesi	
Commissioner Todd Miller	
Commissioner Glenda Phillipe	
Commissioner Jack Swanson	
Sheriff Steve Gust	

Social Services Board - Committee of the Whole

Committee Members

Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Todd Miller
Commissioner Glenda Phillipe
Commissioner Jack Swanson
Social Service Director Dave Anderson
Fiscal Supervisor Gwynne Roadfelt
Member at Large - Colleen Lorensen
Member at Large - Bryan Erickson

Alternate(s)

Solid Waste Planning Committee

Committee Members

Commissioner Roger Falk
Commissioner Jack Swanson
CC/ESD Jeff Pelowski, ex-officio
Marsha Yates (Badger)
Ronald Jacobson (Twp. Officers Assoc.)
Scott Waage (Greenbush)
Elliott Larson (Marvin Windows)
David Drown (Roseau)
Jim Pederson (Polaris)
Dick Soderberg (Warroad)

Alternate(s)

Any Other Commissioner

Statewide Radio Board Finance Committee

Committee Members

Jack Swanson

Alternate(s)

Subsurface Sewage Treatment System Advisory Committee

Committee Members

CC/ESD Jeff Pelowski
Commissioner Glenda Phillipe
Commissioner Jack Swanson
Attorney Karen Foss

Alternate(s)

Trails Committee

Committee Members

Commissioner Roger Falk
Commissioner Mark Foldesi

Alternate(s)

Any Other Commissioner

Transportation Alliance Committee

Committee Members

Commissioner Roger Falk
Engineer Brian Ketring

Alternate(s)

Commissioner Glenda Phillipe

TV Translator Committee

Committee Members

Commissioner Roger Falk
Commissioner Jack Swanson
Auditor Martha Monsrud
Dick Sjoberg (Sjoberg's Cable)
Lee Hervey (Voyagers Communication)

Alternate(s)

Commissioner Todd Miller

Two Rivers Watershed District Board of Managers**Committee Members**

Al Brazier
Jim Kukowski

Alternate(s)**Two Rivers Watershed District (Commissioner Delegates)****Committee Members**

Commissioner Mark Foldesi

Alternate(s)

Commissioner Roger Falk

Victim Services Advisory Board**Committee Members**

Commissioner Glenda Phillipe
Commissioner Todd Miller

Alternate(s)**Warroad River Watershed District Board of Managers****Committee Members**

Richard Battles
Jeff O'Donnell
Gerald Phillipe
Keith Landin
Loren Horner

Alternate(s)**Warroad River Watershed District (Commissioner Delegates)****Committee Members**

Commissioner Glenda Phillipe
Commissioner Todd Miller

Alternate(s)

Commissioner Mark Foldesi
Commissioner Roger Falk
Commissioner Jack Swanson

Waters of the Dancing Sky Corridor Management Plan Committee**Committee Members**

Commissioner Roger Falk
Commissioner Jack Swanson

Alternate(s)**Wellness Committee****Committee Members**

Social Worker Lynette Blazek
Sheriff Steve Gust
Deputy Auditor John Huss
Financial Worker Rosalie Isham
Ben Admin Patty Ignaszewski
Nutrition Education Kristina Kaml
Admin Asst Ann Marie Miller
Emerg. Mgr. Gracia Nelson
VSO Donald Dunn
Fiscal Super. Gwynne Roadfelt
Commissioner Jack Swanson
Wellness Coordinator Cindy Tangen
Commissioner Roger Falk
Appraiser Liz Lund
IT Technician Chad Wulff

Alternate(s)

Wetland Appeal Board

Committee Members

Commissioner Roger Falk
Commissioner Glenda Phillipe
Dan Johnston, Member at Large
To Be Appointed by SWCD

Alternate(s)

Any Other Commissioner

If wetland issue is in commissioner district,
choice to elect another commissioner to
represent.

Wildlife Management Area Planning Committee

Committee Members

Commissioner Roger Falk
Commissioner Mark Foldesi

Alternate(s)

Any Other Commissioner

Upon motion carried, the Board adjourned the regular meeting at 11:00 a.m. The next regular meeting of the Board is scheduled for January 15, 2013 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Roger Falk, Board Chair
Board of County Commissioners
Roseau County, Minnesota

ITEM # Consent 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Wynne, John	*Department	*Board Meeting Date		
		Jan	15	2013

***Subject Title (As it will appear on the agenda):**
 Support letter for City of Roseau Grant Application (Small Cities)

***Background (Provide sufficient detail of the subject):**
 The City of Roseau is applying for Small Cities funding to rehabilitate existing rental units and/or convert un-used spaces and buildings into residential rental units. One of the potential properties is the former Christian School which is located just outside of Roseau. The MN Department of Employment and Economic Development (DEED) has indicated its willingness to allow this property to be included in the application if the County is supportive of the project. The DEED representative indicated that a support letter from the County would be sufficient.

***Financial Consideration:**
 None

***Legal Consideration:**
 None

***Other Consideration:**
 None

***Resolution (Wording should reflect the intent of the Board vote):**
 I think a motion supporting the application and authorizing the Chairman or County Coordinator to sign a support letter should be what is needed.

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

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

ATTEST: Jeff Pelowski, Coordinator

Mr. Patrick Armon
Minnesota Department of Employment and Economic Development
1st National Bank Building
332 Minnesota Street
Suite E2000
St. Paul, MN 55101-2146

Dear Mr. Armon:

The City of Roseau is submitting a Small Cities Program grant application to rehabilitate substandard rental units and/or convert existing unused spaces/properties to new rental units. One of the prospective properties being considered is a former school (the Roseau Christian School) which is located just outside the city limits of Roseau. Conversion of this property would add up to seven additional rental units to the Roseau area. A recently completed housing study undertaken by Maxfield Research indicated that a strong need for additional rental housing exists in Roseau County and projects such as this would greatly assist in meeting this need.

The Roseau County Board of Commissioners has gone on record as supporting the City of Roseau's application for Small Cities funding and has no objection to the inclusion of the former school in this project. The Roseau County Board recognizes that there is a critical need for additional standard affordable rental housing in the county. The availability of such housing is essential to supporting expansion efforts at major employers such as Polaris Industries.

The Roseau County Board of Commissioners supports the efforts of the City of Roseau to meet its rental housing needs and encourages the Minnesota Department of Employment and Economic Development to favorably consider the City of Roseau's application for funding.

Sincerely,

ITEM # Consent 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Grand, Pam	*Department Recorder	*Board Meeting Date Jan 15 2013
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***Subject Title (As it will appear on the agenda):**
 Document Recording Compliance Report

***Background (Provide sufficient detail of the subject):**
 The Recorder is required to provide a report to the Board each year regarding compliance with MN Statutes 357.182 Subdivision 3 which outlines the maximum time allowed to record documents. For calendar year 2011 and thereafter, the maximum time allowed for completion of the recording process for documents presented in recordable form will be ten business days. Instruments recorded electronically must be returned no later than five business days after receipt by the county in a recordable format. Recorder Pam Grand has provided a letter advising the Board that she is in compliance with the Statute. The Board may request to visually inspect the document recording report if so desired.

***Financial Consideration:**

***Legal Consideration:**
 Statute 357.182

***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	
Falk						Passed
Foldesi						
Miller						Failed
Phillipe						
Swanson						Tabled

ATTEST: Jeff Pelowski, Coordinator



ROSEAU COUNTY RECORDER

January 10, 2013

County Commissioners,

Minnesota Statute 357.182 requires that starting with 2008; the County Recorder and Registrar of Titles file with the County Commissioners a report. This report establishes the status of compliance for the previous year in regards to Subdivision 3 of said Statute. I Pamela S. Grand, Roseau County Recorder is happy to report that our office is in Compliance for 2012.

A handwritten signature in blue ink that reads "Pamela S. Grand". The signature is written over a horizontal line.

Roseau County Recorder

Roseau County

Delivery Date Summary

January 10, 2013

Report Criteria: Recorded January 2012 thru December 31, 2012

11 Business Days	11-15 Business Days	15 Business Days
4,018 Recorded Documents	0	0
100 percent		

ITEM # Hwy 1a

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request
Ketring, Brian

*Department
Engineer

*Board Meeting Date		
Jan	15	2013

*Subject Title (As it will appear on the agenda):
Approve Proposed Detour Agreement No. 02776 with MnDOT.

*Background (Provide sufficient detail of the subject):
Attached is the Proposed Detour Agreement No. 02776 and Sample Resolution.

*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		
Falk						Passed	
Foldesi							
Miller						Failed	
Phillipe							
Swanson						Tabled	

ATTEST: Jeff Pelowski, Coordinator



Minnesota Department of Transportation

District 2

3920 Highway 2 West
Bemidji, MN 56601

Office Phone: 218-755-6500

Fax: 218-755-6512

December 28, 2012

REC'D JAN - 4 2013

Brian Ketring
Roseau County Engineer
407 5th Ave NW
Roseau, MN 56751

Subject: Proposed Detour Agreement No. 02776 Roseau County
S.P. 6806-29 (T.H. 89=136)
State cost compensation for road life consumed by T.H. 89 detour.

Dear Mr. Ketring:

MnDOT District 2 is replacing a bridge along T.H. 89 4.6 miles south of Wannaska. As a result of this work, T.H. 89 will be detoured for an extended period of time using C.S.A.H. 9 and C.S.A.H. 4.

The detour has an approximate start date of 6/17/2013 and duration of 75 days. This detour will be maintained at a 9-ton load limit. Over-weight and over-dimensioned vehicles will not be approved by the permit process to use this detour. It has been estimated that the State's cost for road life consumed by the T.H. 89 detour is \$3,129.71 computed using the "Gas Tax Method" formula.

Enclosed in duplicate are the proposed agreement and a resolution for the county to use along with an additional copy for your records. This agreement provides for payment by the state to the county for road life consumed on the county highways listed above to be used as a Temporary Trunk Highway Detour.

Please present this agreement to the county board for their approval. It is requested that the executed agreements and resolutions including notarization (two originals of each) be forwarded to this office as soon as possible. The actual notarization may be substituted by use of the Official County Seal on the resolution and agreement signature page. A copy will be returned to the county when fully executed.

If you have any additional questions, please contact me at 218-755-6572.

Sincerely,

Michelle Rognerud
Assistant Traffic Engineer

cc: Maryanne Kelly-Sonnek
File

An Equal Opportunity Employer



**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
ROSEAU COUNTY
DETOUR AGREEMENT**

For Trunk Highway No. 89 Detour

State Project Number (S.P.):	<u>6806-29</u>	Original Amount Encumbered
Trunk Highway Number (T.H.):	<u>TH 89=136</u>	<u>\$3,129.71</u>
State Project Number (S.P.):	<u>6806-(68009)</u>	
Federal Project Number:	<u>STPM 6813(102)</u>	

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Roseau County acting through its Board of Commissioners ("County").

Recitals

1. The State is about to perform grading, bituminous surface and bridge construction upon, along and adjacent to T.H. 89 from 4.6 miles south of Wannaska under State Project No. 6806-29 (T.H. 59=136); and
2. The State requires a detour to carry T.H. 89 traffic on C.S.A.H. 9 and C.S.A.H. 4 during the construction; and
3. The State is willing to reimburse the County for the road life consumed by the detour as hereinafter set forth; and
4. Minnesota Statutes § 471.59, subdivision 10, § 161.25, and § 161.20, subdivision 2(b), authorize the parties to enter into this Agreement.

Agreement

1. Term of Agreement

- 1.1 **Effective date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration date.** This Agreement will expire when the State removes all detour signs, returns the temporary trunk highway detour to the County, and pays for the detour compensation.

2. Agreement between the Parties

2.1 Detour

- A. **Locations.** The State will establish the T.H. 89 detour route on the following County roads as detailed in the project plans or Special Provisions:
C.S.A.H. 4 and C.S.A.H. 9 for a total distance of 13.12 miles.
- B. **Axle Loads and Over-Dimension Loads.** The County will permit 9-ton axle loads on the detour route. Over-dimension loads will not be permitted except in cases of extreme emergency.
- C. **Traffic Control Devices.** The State may install, maintain and remove any traffic control devices it considers necessary to properly control the detoured traffic. The State may paint roadway markings, such as the centerline, edge lines and necessary messages.
- D. **Detour Maintenance.** The State will perform any necessary bituminous patching and ordinary maintenance on the roadway or shoulder of the County roads used for the detour, at no cost or expense to the County. Bituminous patching is defined as any work, including continuous full width overlays, less than 100 feet in

length. All State expenditures beyond those required for bituminous patching and ordinary maintenance will be credited against the road life consumed reimbursement due the County.

E. **Duration.** The State will provide the County with advance notice identifying the dates the State intends to place and remove the detour signing.

2.2 **Basis of State Cost (Road Life Consumed).** The State will reimburse the County for the road life consumed by the detour using the following methods, as set forth in the Detour Management Study Final Report dated January 1991, and updated by Technical Memorandum TM10-09-TS-03.

A. The "Gas Tax Method" formula, multiplies the Combined Tax Factor per mile times the Average Daily Traffic ("ADT") count of vehicles diverted from the Trunk Highway times the County road length in miles times the duration of the detour in days to determine the State's cost for the road life consumed by the detour.

B. The County may, at its option, perform an "Equivalent Overlay Method" analysis. A State-approved firm, at no cost or expense to the State, must perform the testing and analysis. The County will keep records and accounts to verify any claim it might bring against the State for additional costs using the "Equivalent Overlay Method."

3. Payment

3.1 **For Road Life Consumed.** \$3,129.71 is the State's estimated cost for the road life consumed by the detour based on the data below:

<u>Tax Factor</u>	<u>ADT</u>	<u>Road Length</u>	<u>Duration (Days)</u>	<u>Cost</u>
0.00513	620	13.12	75	\$3,129.71
Total Road Life Consumed				\$3,129.71

The State's total payment for the road life consumed by the detour is equal to the amount computed by using the "Gas Tax Method" formula plus any amount determined by using the "Equivalent Overlay Method" analysis that is in excess of twice the "Gas Tax Method" amount.

3.2 **Maximum Obligation.** \$10,000.00 is the maximum obligation of the State under this Agreement and must not be exceeded unless the maximum obligation is increased by execution of an amendment to this Agreement.

3.3 **Conditions of Payment.** The State will pay the County the State's total road life consumed payment amount after performing the following conditions.

- A. Execution of this Agreement and the County's receipt of the executed Agreement.
- B. State's encumbrance of the State's total payment amount.
- C. State's removal of all detour signs.
- D. State notifies the County of the removal of the detour signs, and the number of days the detour was in effect.
- E. State's receipt of a written request from the County, signed by the State District Engineer's authorized representative, for payment.

4. Release of Road Restoration Obligations

By accepting the State's road life consumed payment plan and total payment amount, the County releases the State of its obligation, under Minnesota Statutes § 161.25, to restore the County roads used as a T.H. 89 detour to as good condition as they were before designation as temporary trunk highways.

5. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

5.1 The State's Authorized Representative will be:

Name/Title: Michelle Rognerud, D2 Assistant Traffic Engineer (or successor)
 Address: 3920 Highway 2 W, Bemidji, MN 56601
 Telephone: (218) 755-6572
 Fax: (218) 755-6512
 E-Mail: michelle.rognerud@state.mn.us

5.2 The County's Authorized Representative will be:

Name/Title: Brian Ketring, Roseau County Engineer (or successor)
 Address: 204 5th Ave. NW, Roseau, MN 56751
 Telephone: (218) 463-2063
 Fax: (218) 463-2064
 E-Mail: bketring@co.roseau.mn.us

6. Assignment; Amendments; Waiver; Contract Complete

- 6.1 *Assignment.*** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2 *Amendments.*** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3 *Waiver.*** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4 *Contract Complete.*** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7. Liability

The County and State will be responsible for their own acts and omissions, to the extent authorized by law. Minnesota Statutes § 3.736 governs the State's liability. Minnesota Statutes, Chapter 466 governs the liability of the County.

8. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

9. Government Data Practices

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the County or the State.

10. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11. Termination; Suspension

- 11.1 **By Mutual Agreement.** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.
- 11.2 **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the County will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.
- 11.3 **Suspension.** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

12. Force Majeure

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and § 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: _____

ROSEAU COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Approved:

By: Craig D. Allison
(District Engineer)

Date: 1/13/2013

COMMISSIONER OF ADMINISTRATION

By: _____
(With delegated authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

ROSEAU COUNTY

RESOLUTION

IT IS RESOLVED that Roseau County enter into MnDOT Agreement No. 02776 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of CSAH 9 and CSAH 4 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 89 from 4.6 miles south of Wannaska under State Project No. 6806-29 (T.H. 89=136).

IT IS FURTHER RESOLVED that the _____ and the _____
(Title) are authorized to execute the Agreement and any amendments to the Agreement.
(Title)

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Roseau County at an authorized meeting held on the _____ day of _____, 2013, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this _____ day of _____, 2013

Notary Public _____

My Commission Expires _____

NOTARY
STAMP

(Signature)

(Type or Print Name)

(Title)

ITEM # Hwy 1b

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request
Ketring, Brian

*Department
Engineer

*Board Meeting Date		
Jan	15	2013

*Subject Title (As it will appear on the agenda):
Consider Permit for Marshall County Drift Skippers Snowmobile Club.

*Background (Provide sufficient detail of the subject):
Consider the attached permit for the Marshall County Drift Skippers Snowmobile Club.

*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	
Falk						Passed
Foldesi						
Miller						Failed
Phillipe						
Swanson						Tabled

ATTEST: Jeff Pelowski, Coordinator

SNOWMOBILE TRAIL

SPECIAL USE PERMIT

In accordance with Minnesota Statutes § 84.87, Subdivision 3, this permit is granted by Roseau County to Marshall County Drift Skippers (hereinafter referred to as “the Snowmobile Club”) for the purpose of constructing, maintaining, and supervising a snowmobile trail in Roseau County within the right of way of County State Aid Highway 3, 6, 8 as shown in red on Exhibit “A”, which is attached hereto and incorporated as part of this document. In addition, the following special provisions shall apply:

SPECIAL PROVISIONS

1. This permit is granted to the Snowmobile Club solely for the purpose of construction and maintenance of a snowmobile trail within Roseau County’s right of way and shall not include the construction of any permanent buildings as specifically prohibited by the provisions in Minnesota Statutes § 160.27.

2. The definition and operation of snowmobiles shall be in accordance with Minnesota Statutes §§ 84.81 and 84.87.

3. The Snowmobile Club’s construction, maintenance, and supervision of the snowmobile trail and ancillary facilities will be at no expense to Roseau County.

4. This permit is non-exclusive and is granted to the Snowmobile Club subject to the rights of others, including but not limited to public utilities, which may occupy and/or have the right to use the right of way.

5. No advertising devices in any form or size shall be constructed or permitted to be constructed or placed upon the lands covered by this permit by the Snowmobile Club or anyone on behalf of the Snowmobile Club.

6. The Snowmobile Club shall provide all necessary regulatory signing and enforcement relating to the safe and proper utilization of the snowmobile trail. The Snowmobile Club shall ensure that signing of the trail is completed prior to use in accordance with the Minnesota Manual of Uniform Traffic Control Devices and NR54 of the Minnesota Snowmobile Safety Laws, Rules, and Regulations.

7. The Snowmobile Club acknowledges that some hazard or trail markers and/or signs erected by the Snowmobile Club may have to be removed each year at the end of the

season and replaced at the beginning of the next season. These markers and/or signs will be identified by Roseau County Highway Department personnel, but their removal and replacement will be done by the Snowmobile Club at no cost to Roseau County and as directed by the Roseau County Engineer.

8. The Snowmobile Club shall ensure that snowmobile trails only cross public roadways perpendicular to roadway centerline and only where there is adequate stopping sight distance.

9. The Snowmobile Club shall construct the snowmobile trail at the location shown in Exhibit "A" (attached hereto), subject to verification by the Roseau County Engineer that the construction geometrics and procedures result in trails that are compatible with the safe and efficient operation of the highway facility.

10. Written approval from the Roseau County Engineer will be required for any changes from the approved plan for construction of any snowmobile trails under the terms of this permit.

11. The Snowmobile Club, upon completion of the construction of the snowmobile trail, shall restore all disturbed slopes and ditches in such manner that drainage, erosion control, and esthetics are perpetuated, and as otherwise directed by the Roseau County Engineer.

12. This permit does not release the Snowmobile Club from any liability or obligation imposed by federal law, Minnesota Statutes, local ordinances, or other agencies relating thereto, and any necessary permits relating thereto shall be obtained by the Snowmobile Club. As part of accepting this permit, the Snowmobile Club agrees to indemnify and hold Roseau County, its employees and agents, harmless from any and all liability for injuries to any person or property related to the Snowmobile Club's use of the right of way under the terms of this permit.

13. Any use authorized by this permit shall remain subordinate to the right of Roseau County to use the right of way for highway and transportation purposes. This permit does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area, or wildlife or waterfowl refuge facility that would become subject to Section 4 (f) of the Federal-aid Highway Act of 1968.

14. This permit shall be subject to cancellation by Roseau County for any cause or reason upon 90 days written notice to the Snowmobile Club. Such termination shall be effective

90 days after written notice is mailed by U.S. Mail to the Snowmobile Club, unless a later effective date is set forth in said written notice.

15. Upon cancellation of said permit, or any portion thereof, the Snowmobile Club will be required to restore the lands used by the Snowmobile Club under the terms of this agreement to a condition satisfactory to the Roseau County Engineer.

RECOMMENDED FOR APPROVAL

By: _____ Date: _____
Roseau County Engineer

APPROVED

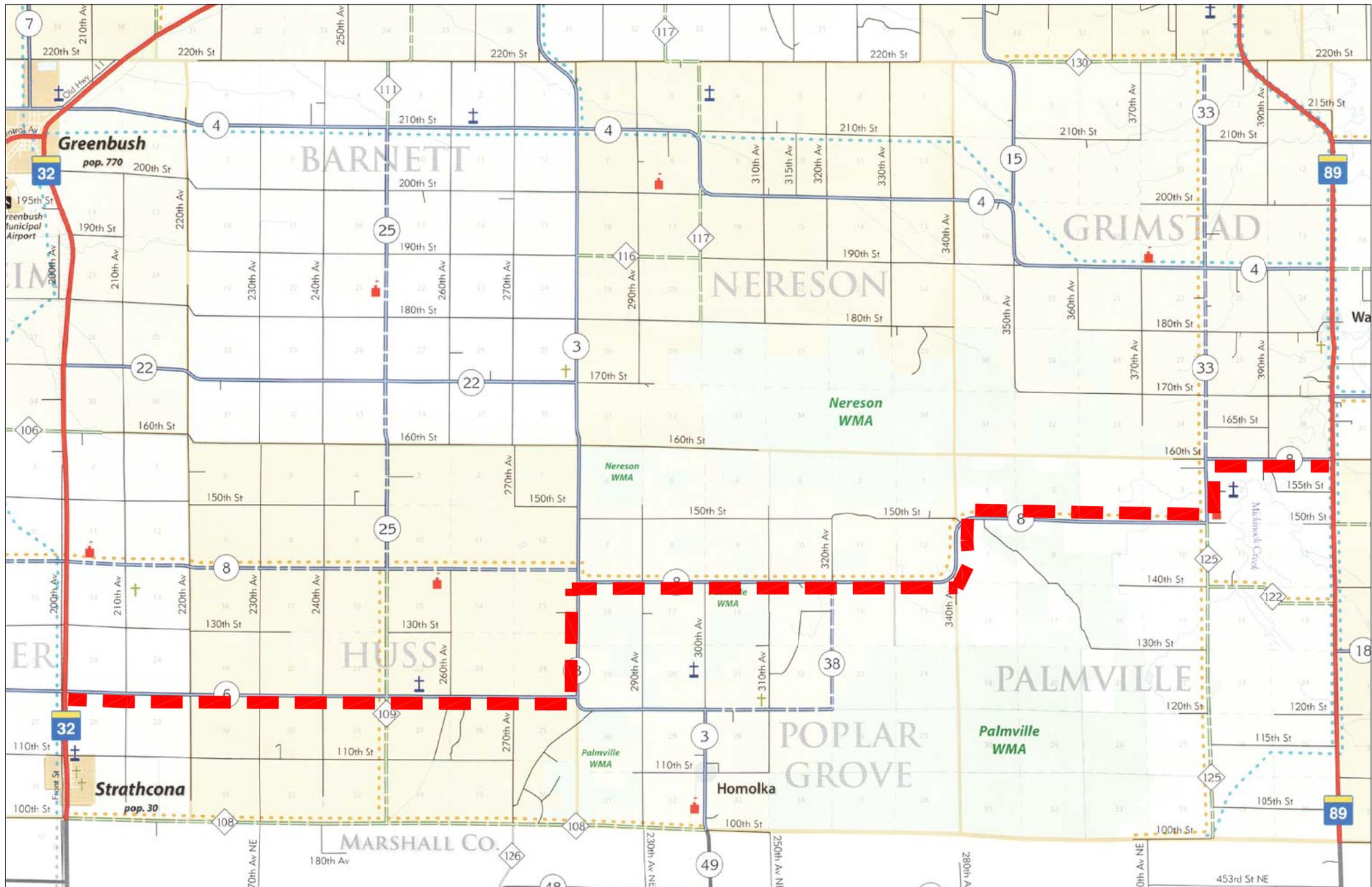
By: _____ Date: _____
Chairman of the Roseau County Board

And: _____ Date: _____
Clerk of the County Board

ACKNOWLEDGED BY THE SNOWMOBILE CLUB

By: Todd Swenson Date: 1-9-2013
Title President
Brian W. Walts Trail Administrator 1-9-2013
Mailing Address:
11280 390th ST NE
Middle River, MN
56737

EXHIBIT A



ITEM # Hwy 1c

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Ketring, Brian	*Department Engineer	*Board Meeting Date Jan 15 2013
--	--------------------------------	---

***Subject Title (As it will appear on the agenda):**
Consider Final Payment to Davidson Construction, Inc. for SAP 068-598-033.

***Background (Provide sufficient detail of the subject):**
Consider Final Payment of \$4,260.19 for SAP 068-598-033, CR 111.

***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		
Falk						Passed	
Foldesi							
Miller						Failed	
Phillipe							
Swanson						Tabled	

ATTEST: Jeff Pelowski, Coordinator

ITEM # Hwy 1d
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Ketring, Brian	*Department Engineer	*Board Meeting Date Jan 15 2013
--	--------------------------------	---

***Subject Title (As it will appear on the agenda):**
 Consider Final Payment to Davidson Construction, Inc. for SAP 068-599-089.

***Background (Provide sufficient detail of the subject):**
 Consider Final Payment of \$5,721.58 for SAP 068-599-089, Br. 68J26.

***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	
Falk						Passed
Foldesi						
Miller						Failed
Phillipe						
Swanson						Tabled

ATTEST: Jeff Pelowski, Coordinator

ITEM # Sheriff 2a
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Gust, Steve ▼	Sheriff ▼	Jan ▼	15 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Law Enforcement Contract with the City of Greenbush

***Background (Provide sufficient detail of the subject):**
 Greenbush is looking to provide Law Enforcement to their City with the cooperation with the Sheriff's Office. Greenbush would like to have this on a trial basis with the possibility of one year at a time. The contract will be divided into quarters throughout the year with payment received from Greenbush every quarter. The amount of hours of coverage would be twenty hours a week which could be modified at the discretion of the City of Greenbush and Sheriff's Office.

***Financial Consideration:**
 Payment from City of Greenbush of \$28,272.00 for one year, paid in quarterly installments.

***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	
Falk						Passed
Foldesi						
Miller						Failed
Phillipe						
Swanson						Tabled

ATTEST: Jeff Pelowski, Coordinator

**JOINT POWERS AGREEMENT FOR POLICE PROTECTION
FOR THE CITY OF GREENBUSH**

This agreement, made and entered into this ____ day of _____, 2013, by and between, the County of Roseau, hereinafter referred to as "County" and the City of Greenbush, hereinafter referred to as "City";

Said Agreement is for purposes of Roseau County Sheriff ("Sheriff") providing law enforcement services to the City for the period commencing _____, 2013.

WHEREAS, the City has elected to suspend its Police Department; and

WHEREAS, the City desires to have the Sheriff provide law enforcement services for the City; and

WHEREAS, the parties are in agreement that the County through the Sheriff will provide police protection and hereinafter described law enforcement services for and within the political boundaries of the City; and

WHEREAS, the County is agreeable to render any such services on the terms and conditions herein set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes §471.59 and §436.05 and Chapter 372.

NOW THEREFORE, in consideration of the mutual undertakings set forth, the parties hereby agree as follows:

I.

SCOPE OF SERVICES

The County agrees through the Roseau County Sheriff's Department to provide law enforcement services to the City which will include, but not be limited to the following:

- a. Patrol Services with random patrolling of residential areas, businesses, parks, and other public property areas;

- b. Enforcement of Minnesota State Statutes and the ordinances of the City;
- c. Traffic Enforcement including the regular use of radar or laser as a speed deterrent;
- d. Crime Prevention Programs such as neighborhood watch, as well as other business and residential crime prevention programs;
- e. Criminal investigative and crimes lab services;
- f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
- g. Responses to medical, fire, and other emergencies;
- h. Dispatching and other necessary communication services;
- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and city ordinances;
- j. Special event traffic patrol and patrol services for community festivals or other special events;
- k. Attendance at Public Safety or City Council meetings as requested by the City.

Except as otherwise hereinafter specifically set forth, such services shall also encompass any and all other duties and functions of the type coming within the jurisdiction of the Sheriff of the County of Roseau under state statutes.

The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the County. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof, made by the Sheriff of the County shall be final and conclusive as between the parties hereto.

In the event the City, through its elected body or authorized agent, notifies the County that it is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel the County shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the County to provide services to other areas of Roseau County in a timely and efficient manner.

All deputy sheriffs, clerks, dispatchers, and all other County personnel performing duties pursuant to this Agreement shall at all times be considered employees of the County for all purposes.

Sheriff shall provide police protection and law enforcement services to City which will consist of 1,040 hours per year of normal police duties. Any variance of these hours will be discussed by both parties and a mutual agreement will be met at that time.

The officer provided to City shall be a licensed and certified peace officer in the State of Minnesota, and said officer/deputy sheriff shall report and be responsible only to the Sheriff.

The Sheriff shall act as liaison with City Clerk-Treasurer and the City Clerk-Treasurer shall act as liaison with the County. If necessary the Sheriff shall appear at City Council meetings as requested by City.

The Sheriff shall provide the City with a monthly report of hours patrolled in the City, number of incidents called to in the City, and other information as he/she feels necessary.

The City shall provide the Sheriff's Department with a basic office space within the City.

II.

ASSUMPTION OF LIABILITIES/INSURANCE

Except as otherwise provided, the City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services hereunder for said City, and the County hereby assumes said liabilities.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of this employment, and the County hereby agrees to hold harmless the City against any such claim.

The City, its officers, and employees shall not be deemed to assume any liability for the intentional or negligent acts of the County or the County's employees performing services pursuant to this Agreement, and the County shall hold the City, its officers, and employees harmless from and shall defend and indemnify the City, its officers, and employees against any claim for damages arising out of the County's performance of this Agreement.

The County, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the City or of any other officers, agent or employee thereof, and the City shall hold the County and its officers and employees harmless from, and shall defend and indemnify the County and its officers and employees against any claim for damages arising out of the City's performance of this Agreement.

Roseau County agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by Roseau County through its Risk Manager.

III.

TERM OF AGREEMENT/TERMINATION

This Agreement shall commence _____, 2013, and shall remain in effect through _____.

This Agreement may be terminated by either party without cause upon ninety (90) days written notice. If termination under this provision results in a fractional contract year, the consideration paid by the City to the County shall be prorated to the date of the termination.

IV.

PAYMENT

City shall pay to Sheriff the sum of \$28,272.00 per year to be paid in quarterly installments of \$7,068.00 with the first installment to be due on _____, 201__ and payments to be made on the first day of each third month thereafter.

V.

PROSECUTION

Upon execution of this agreement, and so long as this Agreement remains in effect, the Roseau County Attorney's office will prosecute all criminal violations within the City limits during the contract period. Said prosecution shall be at no additional cost to the City. Any fines or fees collected from State or County violations will be kept by the County and any fines or fees collected from City Ordinance violations will be kept by the City.

VI.

GENERAL PROVISIONS

It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with paragraph V. above, and with state statutes, state rules, and judicial orders.

The Roseau County Sheriff's Office shall submit to the City monthly activity reports detailing the activities of the Sheriff's Office within the City. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued; however, no information will be provided which would violate the State Data Practices Act.

The City may contract with the County for additional law enforcement services above and beyond those provided in this agreement.

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the County and the City and attached to the original of this Agreement.

IN WITNESS WHEREOF, the City, by resolution duly adopted by its Council has caused this Agreement to be signed by its Mayor and City Clerk and the seal of the City to be affixed hereto on the _____ day of _____, 2013, and the County of Roseau, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the _____ day of _____, 2013.

COUNTY OF ROSEAU

By: _____
Roger Falk, Chairman

ATTEST TO
By: _____
Jeff Pelowski, County Coordinator

ROSEAU COUNTY SHERIFF

By: 
Steve Gust, Sheriff

CITY OF GREENBUSH

By: _____
Scott Waage, Mayor

By: _____
Anita Locken, Clerk-Treasurer

ITEM # Sheriff 2b

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Gust, Steve ▼	Sheriff ▼	Jan ▼ 15 ▼ 2013 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Reclassification for employees

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

I would like to move three temporary part time employees to a permanent part time status. The three include Julie Sanford (dispatch/jailer) start date 12-21-2010, Steph Schwartz (dispatch/jailer) start date 04-25-2011, and Garret Berg (Deputy Sheriff) start date 12-12-2011. These employees have been very reliable and it would be difficult to replace them. I feel that the time they have put in to the Sheriff's Office that they deserve a benefit package.

***Financial Consideration:**
 Benefits cost for each.

***Legal Consideration:**
 The time they have put in I feel goes beyond tempory part time status.

***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	
Falk						Passed
Foldesi						
Miller						Failed
Phillipe						
Swanson						Tabled

ATTEST: Jeff Pelowski, Coordinator

ITEM # Auditor 3a
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Monsrud, Martie	*Department Auditor	*Board Meeting Date		
		Jan	15	2013

***Subject Title (As it will appear on the agenda):**
 Review of the received bids for 2013 County Publishing.

***Background (Provide sufficient detail of the subject):**
 I will not be in attendance at the Board meeting on the 15th of January. John Huss or Courtney Peters will open bids for 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	
Falk						Passed
Foldesi						
Miller						Failed
Phillipe						
Swanson						Tabled

ATTEST: Jeff Pelowski, Coordinator



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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

2013-01-XX

Sealed bids were received until 4:00 p.m., February 14, 2013, per advertised notice, for year 2013 publishing. Bids were opened and read by _____ as follows:

- 1) OFFICIAL COUNTY NEWSPAPER; Publication of the County Board Proceedings, all legal notices of the county, First publication of the 2012 Financial Statement Summary pursuant to M.S. §375.17., List of Delinquent Taxes (1), all pursuant to M. S. § 375.12, 375.17, 279.05, 279.07, 279.08, and 279.09, in 2013.

The Tribune per column inch
Roseau Times Region per column inch
The Warroad Pioneer per column inch

- 2) Second publication of the 2012 Financial Statement Summary pursuant to M.S. §375.17.

The Tribune per column inch
Roseau Times Region per column inch
Warroad Pioneer per column inch

After review and discussion of the bids, a motion was made by Commissioner _____, seconded by Commissioner _____ and carried by a _____ vote.....

BE IT RESOLVED, that _____ be designated as the Official County Newspaper to publish the County Board Proceedings, all legal notices of the county, First publication of the 2012 Financial Statement Summary pursuant to M.S. §375.17., List of Delinquent Taxes (1), all pursuant to M. S. § 375.12, 375.17, 279.05, 279.07, 279.08, and 279.09, in 2013, at the rate of \$_____ per column inch.

BE IT FURTHER RESOLVED, that the _____ be designated to publish the second publication of the 2012 Financial Statement Summary at the rate of \$_____ per column inch.

STATE OF MINNESOTA)
) ss
COUNTY OF ROSEAU)

I, Jeff Pelowski, Board Clerk in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on December 26, 2012.

(SEAL)

Jeff Pelowski
Roseau County Board Clerk

ITEM # Auditor 3b
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Monsrud, Martie ▼	Auditor ▼	Jan ▼	15 ▼	2013 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Liquor License Resolution

***Background (Provide sufficient detail of the subject):**
 Requesting Board approval on the attached 2013 Resolution recommending to the State Alcohol and Gambling Enforcement Director that liquor licenses be approved for the listed establishments.

***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	
Falk	<input type="text"/>	Passed <input type="text"/>				
Foldesi	<input type="text"/>					
Miller	<input type="text"/>	Failed <input type="text"/>				
Phillipe	<input type="text"/>					
Swanson	<input type="text"/>	Tabled <input type="text"/>				

ATTEST: Jeff Pelowski, Coordinator



RESOLUTION
APPROVING LIQUOR LICENSES

2013-01-XX

BE IT RESOLVED that the Roseau County Board of Commissioners hereby grant the following liquor licenses to:

Judy Olson (Olson's Skime Store) an Off-sale 3.2 percent malt liquor license;

Springsteel Resort Inc. (Springsteel Resort) an On-sale intoxicating liquor license, a Sunday liquor license, and an Off-sale 3.2 percent malt liquor license;

Fraternal Order of Eagles Aerie No. 4195 (Warroad Eagles) an On-sale intoxicating liquor license, and a Sunday liquor license;

Pine Ridge Liquor Inc. (Pine Ridge Liquor) an Off-sale intoxicating liquor license;

Donald G. Jackson (DJ's Salol Store) an Off-sale intoxicating liquor license;

Warroad Area Golf Association, Inc. an On-Sale Intoxicating Liquor License, and a Sunday Liquor License;

BE IT FURTHER RESOLVED that said licenses are effective February 1, 2013, through January 31, 2014, and recommends that said licenses be approved by the Alcohol and Gambling Enforcement Director if applicable.

STATE OF MINNESOTA)

) ss

COUNTY OF ROSEAU)

I, Jeff Pelowski, Board Clerk in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on December 26, 2012.

(SEAL)

Jeff Pelowski
Roseau County Board Clerk

ITEM # Cty Bd 1

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Swanson, Jack ▼	District 2 Commissioner ▼	Jan ▼	15 ▼	2013 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 County Board Chair

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

The County Board Chairmanship has been rotated on an informal basis since 2010. This action would formalize the rotation starting in 2014. District One will be chairperson in 2014; District Two in 2015; District Three in 2016; District Four in 2017; and District Five in 2018. The Vice-Chair each of those years would be from the district that would assume the chair position the following year. Based on this rotation, the vice-chair for 2013 should be the District One Commissioner.

***Financial Consideration:**
 None

***Legal Consideration:**
 None

***Other Consideration:**
 None

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

The Roseau County Board formally adopts a rotation schedule for it's board chair, beginning with 2014 when the District One Commissioner will serve as Chairperson. The Board Chair in successive years will represent District Two, Three, Four and Five. The Vice-Chair in each of those years will be from the District that will be Chairperson the following year. If a commissioner chooses not to serve as Chairperson, that role will move to the next commissioner in the rotation.

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
7-Jan-13	

Board Action:

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

ATTEST: Jeff Pelowski, Coordinator

ITEM # Cty Bd 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Dahl, Brit	Roseau Cty Historical Soc	Jan 15 2013

Amount of time being requested:

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

One Woman 2013 Nominations

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

Brit Dahl, Director at the Roseau County Historical Society, is requesting a nomination for a woman "who has made a difference," to be selected from the Unorganized Townships in Roseau County, to participate in the Women's History Event in March.

***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	
Falk						Passed
Foldesi						
Miller						Failed
Phillipe						
Swanson						Tabled

ATTEST: Jeff Pelowski, Coordinator

December 27, 2012

We have noticed you have not yet selected a woman from your community for this years "One Woman" exhibit. In March 2013, the Roseau County Historical Society will celebrate our fifth year honoring women of Roseau County.

Please help us recognize Roseau County women who have made a difference in their community during their lifetime. The woman you choose must have lived in your township or city at some time during her life.

The "One Woman" exhibit and program have been well received by the all the women and their families that represent them. We look forward to doing this again in 2013 and honoring the women of Roseau County. The current selectees are: Julia Shimpa-Barnett, Alice Guyaux-Enstrom, Hazel Wahlberg-Roseau, and Lorelee Marvin-Warroad.

The women selected for this honor will be announced in local and regional news media, as well as honored at a Grand Opening event, open to the public. Last year's Grand Opening saw over 350 attendees, with hundreds more viewing the exhibit throughout the year.

If you have questions regarding the exhibit, or wish to see the 2012 exhibit, the museum is open Monday through Friday, from 9:30 a.m. to 5:00 p.m. 218-463-1918, or rchsroseau@mncable.net

Please consider selecting a woman from your community and help us honor them. We would hope that this year we can have women selectees from all across the county. Don't know who to select? In the past, some townships have mentioned looking through an atlas to help them remember women in their area.

This exhibit design will start in mid-February, so in order for the family to gather information and get all items to the museum we will need to have your response no later than the end of January.

Thank you in advance for helping us make "One Woman 2013" a great success.



Britt Dahl, Director

P.S. We would like you input also. As we look beyond 2013 and exhibits is "One Woman" an event that you would like to see continue? Is there other ways we could better honor woman? In general, are there other exhibits or programs that you would like to see the museum do in the future? Your feedback is appreciated, so we can better serve Roseau County.

MINNESOTA • REVENUE

MEMO

Date: December 31, 2012

To: County Assessors

From: **Drew Imes, State Program Administrator**
Information and Education Section

Subject: **Oath of Office - County Assessor Reappointment**

Each assessor approved by the Commissioner of Revenue to serve another four-year term as County Assessor must take an Oath of Office per Minnesota Statute 273.061. The oath should be taken at the first County Board meeting that takes place after January 1, 2013. The language of the oath is as follows:

"I <NAME> swear and affirm that I will support the constitution of the United States and of this state, that I will be diligent, faithful, and impartial in the performance of the duties of the office and trust that I now assume as County Assessor for the county of <COUNTY NAME>. So help me God."

MINNESOTA • REVENUE

January 8, 2013

Roger Falk, Chair
Roseau County Board of Commissioners
Roseau County Courthouse
606 5th Ave SW
Roseau, MN 56751



Dear Commissioner,

Your appointment of Mr. Heim as Roseau County Assessor for the term beginning January 2, 2013 and ending December 31, 2016 has been confirmed. The department has sent Mr. Heim a certificate of appointment to the position of County Assessor signed by Commissioner Myron Franz.

The position of county assessor has become extremely complex and difficult to properly perform. Decisions made by the assessor and their staff impact each and every property owner and taxpayer in your county. The inherent unpopularity of property tax aside, how well the assessor does their job may to a large extent affect how property tax is perceived in your county. It is for this reason that it is imperative that you offer Mr. Heim your support by ensuring that they have the staff, training, and resources needed to perform the highly technical duties of the office. We also encourage you to assist Mr. Heim in overcoming the public's misconception that it is the assessor who is responsible for setting the amount of property tax in the county.

Furthermore, it is vital that the assessor keep abreast of the latest developments in the assessment field by attending courses of instruction presented by the Department of Revenue and other professional organizations in the assessment field. Advancements in technology, legislative changes, and various other factors ensure that the landscape surrounding the assessment field will continue to evolve. In order to perform their job adequately, we encourage that you facilitate Mr. Heim's participation in the various educational opportunities provided.

In conclusion, the department encourages you to rely on Mr. Heim's expertise and experience in the areas of classification and valuation of property. Additionally, please be assured that the Department of Revenue remains ready at any time to assist you and Mr. Heim in your efforts.

Sincerely,

JOHN HAGEN, Director
Property Tax Division
Minnesota Department of Revenue

STATE OF MINNESOTA DEPARTMENT OF REVENUE

Bestowing special trust and confidence in the integrity and ability of Allen Heim, I have confirmed his appointment as County Assessor of Roseau County, Minnesota for the term ending December 31, 2016. To testify whereof I have hereunto set my hand and caused the Seal of the Department of Revenue to be affixed in the city of St. Paul this 3rd day of January, 2013.



[Signature]
Commissioner of Revenue

ITEM # Cty Bd 4

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
<input type="text"/>	<input type="text"/>	Jan <input type="text"/> 15 <input type="text"/> 2013 <input type="text"/>

Amount of time being requested:

*Subject Title (As it will appear on the agenda):
Commissioner Committee Reports

*Background (Provide sufficient detail of the subject):
Commissioners Phillipe and Swanson 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:
<input type="text"/>	<input type="text"/>

Board Action:

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

ATTEST: **Jeff Pelowski, Coordinator**

Roseau County Board
January 2013 Committee Report
Glenda A. Phillippe
District One

January 2 – Roseau County Board – Roseau – (COW)
January 4 – Board Working Session – Roseau – (COW)
January 9 – Sheriff – Roseau (COW)
January 9 – Operations – Roseau (COW)
January 9 – Lake Township – Warroad

Provided information to township about the Rural Business Enterprise Grant opportunities.
Recently-purchased sander is working well.

January 14 – Warroad City Council – Warroad
January 14 – Warroad School Board – Warroad
January 15 – Roseau County Board – Roseau

January 21 – RCCoA – Roseau
January 22 – Social Services – Roseau (COW)
January 23 – Warroad Watershed – Warroad
January 24 – Legacy Advisory Committee – St. Paul
January 29 – Roseau County Board
January 30/31 – MCIT – Roseau
January 31 – Safety Training – Roseau

JACK SWANSON COMMITTEE REPORTS

JANUARY 2, 2013 - COMMUNITY JUSTICE COORDINATING COMMITTEE; discussed Victim Services grant funding at TRF's Violence Intervention Project; re-visited grant opportunity for youth mentoring; talked about mental health holds at regional centers

JANUARY 2, 2013 - ROSEAU RIVER WATERSHED BOARD; LaVern Voll elected chairperson; talked about WMA flood control project, and DNR funding

JANUARY 3, 2013 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (CHISHOLM); heard Commissioner Keith Nelson (St Louis County) ask for support for streamlined permitting processes; accepted resignation of Exec Administrator Doug Skrief ... will seek RFP's for a replacement

JANUARY 4, 2013 - COUNTY BOARD COMMITTEE OF THE WHOLE WORK SESSION

JANUARY 7, 2013 - ROSEAU CONVENTION & VISITORS BUREAU

JANUARY 7, 2013 - ROSEAU CITY COUNCIL; public hearing w/ John Wynne on Small Cities Grant application - Roseau is seeking \$517,000 from Minn Dept of Employment and Economic Development for rental housing conversion and rehabilitation

JANUARY 8, 2013 - RADIO USERS COMMITTEE; meeting w/ County Sheriff, local police departments on migration to ARMER

JANUARY 9, 2013 - NORTHWEST REGIONAL RADIO BOARD (THIEF RIVER FALLS); joint meeting with RAC on future communication needs across the region, and NW counties plans for ARMER migration

JANUARY 9, 2013 - JADIS TOWN BOARD

JANUARY 10, 2013 - ROSEAU COUNTY AFFORDABLE HOUSING COMMITTEE; further discussion w/ Bill Vanderwall on planning for potential February meeting (in Roseau) w/ Gov Dayton and agency commissioners on affordable rental housing shortage in Roseau County

JANUARY 10, 2013 - STATEWIDE RADIO BOARD FINANCE COMMITTEE

JANUARY 14, 2013 - WATERS OF THE DANCING SKY (BAUDETTE)