



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

August 27, 2013

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on August 27, 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*

1. Lee Meier - Minnesota Housing & Rehabilitation Association
2. Colleen Hoffman – Hoffman, Dale and Swenson

9:50 Consent Agenda

1. August 13, 2013 Board Proceedings

10:00 BREAK

10:15 Department Reports

10:15 County Board Items

1. Commissioner Committee Reports

10:45 Unfinished Business

11:00 Adjourn

*Limited to five minutes



HRA
P.O. Box 128
Mentor, MN 56736

Phone:
218-637-2431

Fax:
218-637-2433

Web:
www.nwmnhra.org

August 27, 2013

Roger Falk, Chair
Roseau County Commissioners
606 5th Ave. SW
Roseau, MN 56751-1477

Dear Mr. Falk,

In 2008 the Northwest Minnesota Multi County HRA implemented a levy approved by the legislature which was extended in the 2013 legislative session. As I've indicated in the past, the goal of the HRA is to use the levy funds to add leverage when applying to various funding sources that may benefit the county and cover development costs associated with the HRA operations.

This is to bring you up to date since we last met with your board. The HRA joined with Unity Bank of Red Lake Falls in obtaining a \$292,500 homeowner rehab grant that is being used in an 8 county region which will assist with rehabbing 45 homes.

In addition, MN Housing Finance Agency has awarded over 1.3 million dollars for first time homebuyers in our 7 northwestern MN counties. These funds are available to local lenders who participate in the MHFA first time homebuyers program. The funding was made available April 2013 at a competitive interest rate.

The HRA, which was founded by Bill Seeger, has served northwestern Minnesota since 1972. For over 40 years the HRA has been instrumental in creating numerous housing opportunities for the region. Such as; 643 units of Section 8 rental assistance funded by HUD and payments made directly to private/public landlords, rental, commercial and owner occupied rehabilitation increasing the value of their properties and help increase the tax base, down payment assistance that has benefited over 875 families in buying a home, development of market rate housing allowing area residents with more housing options and community development projects, which have improved the living conditions for its residents.

The HRA continues to search for opportunities to improve the quality of life for our residents in the region. We look forward to working with county leaders on future projects and we thank you for allowing the HRA to play a vital role in the housing industry for the past 40+ years.

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

Sincerely,

Lee Meier
Executive Director

Cc: County Auditor/Administrator
HRA Board



HRA
P.O. Box 128
Mentor, MN 56736

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218-637-2431

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Web:
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To: Roseau County Board of Commissioners

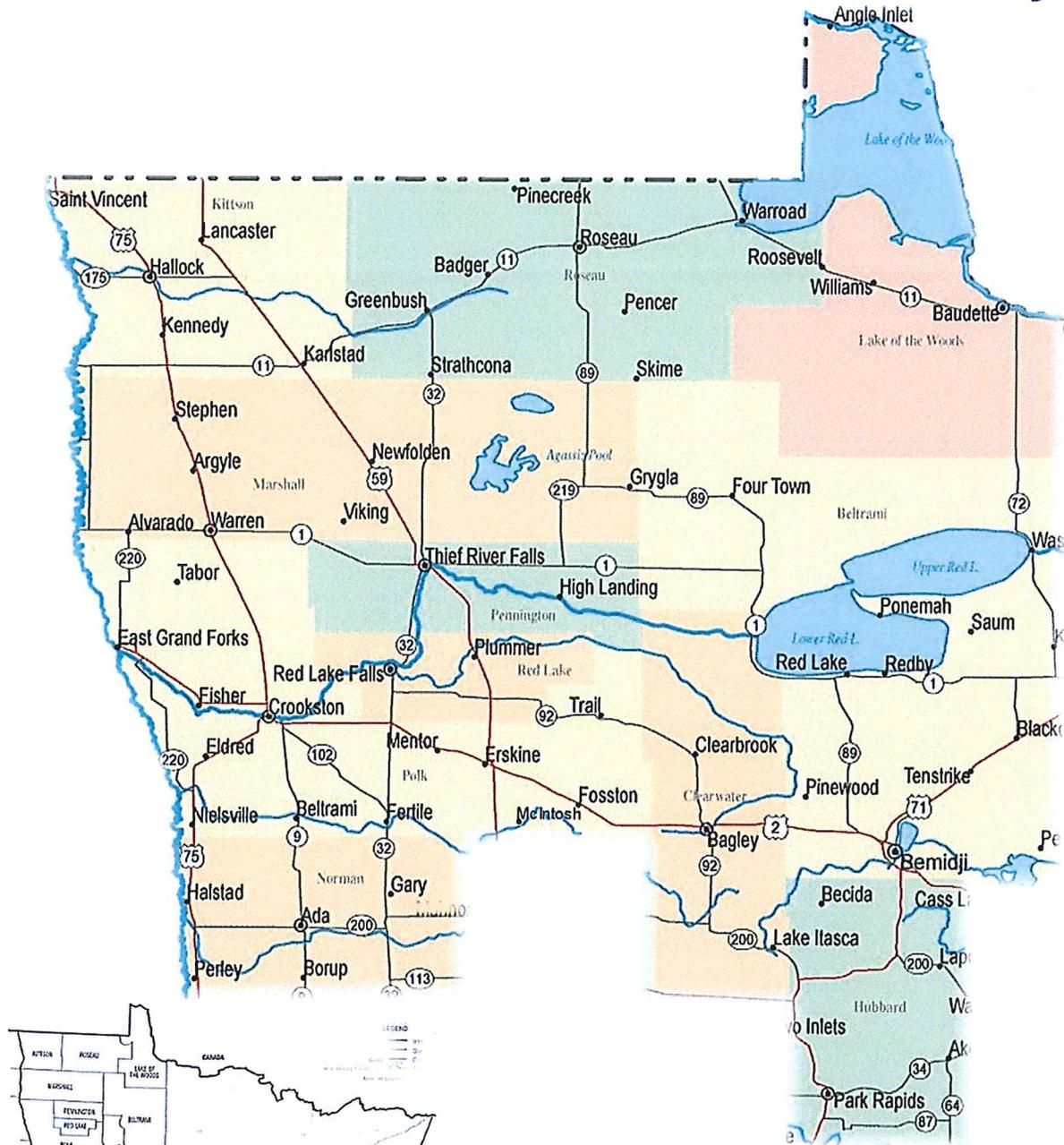
From: Jack Swanson, Roseau County HRA Board Member
Lee Meier, HRA Executive Director

Date: August 27, 2013

Re: HRA 2013 levy and program review

www.nwmnhra.org

Northwest Minnesota Multi-County Housing & Redevelopment Authority



Building Opportunity...
One Community
at a Time

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

Our Mission

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

Our Vision

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

History of the HRA

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

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

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

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

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

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

In 2005, 2008, 2011 and 2012 the HRA also acquired and completed extensive rehab on rental properties located in Fosston, Mentor, Bagley and Thief River Falls. The HRA continues to work with cities and counties to assist with their economic and community development needs.



HRA
P.O. Box 128
Mentor, MN 56736

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218-637-2431

Fax:
218-637-2433

Web:
www.nwmnhra.org

June 6, 2013

Roseau County Auditor
606 5th Avenue SW, Room 160
Roseau, MN 56751-1477

Thank you for the county's support of the HRA 2013 levy extension. With your help and support of area legislators the extension was approved starting in 2013 through taxes payable in 2019. The legislation allows the HRA board of commissioners to approve up to 25% of the maximum levy allowed with discretion from the County Board of Commissioners to levy any additional funds as they deem appropriate.

I've attached a copy of the 2013 HRA levy resolution passed by the HRA board at its May 2013 meeting. I will contact you by the end of July to schedule a time where we can meet with the county board to review the levy and what the HRA is accomplishing in the region to address community and housing development needs.

If you have any questions or comments please call me at 218-637-2431 or email lee@nwmnhra.org. Again, thank you for your support which made a difference in receiving approval of the 2013 HRA levy legislation extension.

Sincerely,

Lee Meier
Executive Director

Cc: HRA Board

Resolution 5-13-2

**RESOLUTION APPROVING 2013 NORTHWEST MINNESOTA
MULTI-COUNTY HRA LEVY in ROSEAU COUNTY**

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

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

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

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

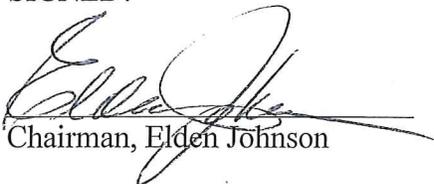
NOW, THEREFORE, BE IT RESOLVED, that for taxes payable in 2014, the HRA Board of Commissioners hereby approves the adoption of a levy of 25% of 0.0185 percent of taxable market value for the purpose of leveraging additional funds for housing and economic development activities in Roseau County;

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

Ayes: Elden Johnson, Tammy Johnson, Genereux, Lehrol, Swanson, Finstad

Nays: None

SIGNED:


Chairman, Elden Johnson

WITNESSED:


Secretary, Kermit Genereux

Date: May 15, 2013

Equal Opportunity Employer

HRA & County Projected Levy

2013 Levy Payable in 2014

	Levy Amount	Amt Rec	Committed/Lev eraged	Spent	Developers Costs-50%	Available Levy
Kittson	43,727		17,500		21,863	4,364
Marshall	77,813		7,500		38,906	31,407
Polk	143,268		25,000	-	71,634	46,634
Pennington	44,252		2,000		22,126	20,126
Red Lake	19,773		4,000		8,886	6,887
Roseau	48,142		12,500		24,071	11,571
Total	376,975	-	68,500	-	187,486	120,989

2013

Return on Investment

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

Goals for 2013 Levy Request payable in 2014

Kittson	\$7500 Grant Writing, \$10,000 Lake Bronson Park Upgrade
Marshall	\$7500 Grant Writing
Polk	Housing incentive program, 2013 Fosston deed application, rehab funding.
Pennington	St. Hilaire deed application
Red Lake	Match repayment/FHLB/ with HRA levy for home owner housing rehab + 2013 Oklee and Plumber deed applications
Roseau	RBEG \$5G (RD) & \$7500 Grant Writing

HRA & Legislation Approved Levy 2008-2013

Levy						
Levy Amount	Amt Rec	Committed/ Leveraged	Spent	Developers Costs	Available Levy	
Kittson	156,752	141,610	25,000	27,500	65,819	23,290
Marshall *	228,382	199,815	31,000	28,506	93,447	46,861
Polk	537,680	479,803	10,000	40,503	222,440	206,859
Pennington	182,513	167,076	15,000	5,096	77,303	69,677
Red Lake	74,256	68,776	15,000	3,000	32,249	18,526
Roseau	230,185	210,909	41,000	58,375	96,929	14,605
Total	1,409,768	1,267,988	137,000	162,980	588,189	379,819

Levy	
Return on Investment	
Potential Benefit to County	Return on Investment
1,535,425	11
3,752,534	19
1,465,614	3
1,247,200	7
0	0
1,684,364	8
9,685,137	8

* County Levy

NW MN Multi-County HRA
Mentor, MN

2012 Taxable Market Values

County	Value	Maximum Levy	25% of Max Levy	25% of possible assessment for:	
				\$100,000 House	\$150,000 House
Kittson	\$945,456,500	\$174,909	\$43,727	\$4.63	\$6.94
Marshall	\$1,682,443,100	\$311,252	\$77,813	\$4.63	\$6.94
Pennington	\$956,792,500	\$177,007	\$44,252	\$4.63	\$6.94
Polk	\$3,097,677,800	\$573,070	\$143,268	\$4.63	\$6.94
* Crookston	\$210,686,200	\$38,977		\$4.63	\$6.94
* East Grand Forks	\$434,485,700	\$80,380		\$4.63	\$6.94
Red Lake	\$427,532,900	\$79,094	\$19,773	\$4.63	\$6.94
Roseau	\$1,040,905,900	\$192,568	\$48,142	\$4.63	\$6.94
Totals	\$8,150,808,700	\$1,507,900	\$376,975		

3/11/2013

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

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

Kitson County July 2012 - June 2013

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-12	9	\$ 1,537.00
Aug-12	9	\$ 1,537.00
Sep-12	9	\$ 1,537.00
Oct-12	8	\$ 1,320.00
Nov-12	8	\$ 1,306.00
Dec-12	8	\$ 1,306.00
Jan-13	8	\$ 1,306.00
Feb-13	8	\$ 1,288.00
Mar-13	8	\$ 1,288.00
Apr-13	9	\$ 1,862.00
May-13	9	\$ 1,862.00
Jun-13	9	\$ 2,239.00
Total	102	\$ 18,388.00

Marshall July 2012 - June 2013

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-12	40	\$ 12,511.00
Aug-12	42	\$ 13,231.00
Sep-12	42	\$ 12,711.00
Oct-12	45	\$ 13,257.00
Nov-12	45	\$ 13,471.00
Dec-12	47	\$ 13,538.00
Jan-13	48	\$ 14,333.00
Feb-13	47	\$ 13,515.00
Mar-13	46	\$ 12,519.00
Apr-13	46	\$ 12,236.00
May-13	46	\$ 12,067.00
Jun-13	48	\$ 13,232.00
Total	542	\$ 156,621.00

Pennington County July 2012 - June 2013

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-12	173	\$ 46,771.00
Aug-12	169	\$ 45,067.00
Sep-12	165	\$ 44,114.00
Oct-12	168	\$ 45,078.00
Nov-12	169	\$ 45,148.00
Dec-12	170	\$ 45,873.00
Jan-13	174	\$ 46,832.00
Feb-13	177	\$ 46,637.00
Mar-13	180	\$ 48,287.00
Apr-13	179	\$ 48,326.00
May-13	173	\$ 46,975.00
Jun-13	173	\$ 47,320.00
Total	2070	\$ 556,428.00

Polk County July 2012 - June 2013

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-12	183	\$ 56,693.00
Aug-12	184	\$ 57,408.00
Sep-12	186	\$ 57,303.00
Oct-12	188	\$ 58,008.00
Nov-12	189	\$ 59,024.00
Dec-12	193	\$ 59,963.00
Jan-13	193	\$ 59,901.00
Feb-13	199	\$ 60,970.00
Mar-13	194	\$ 59,041.00
Apr-13	202	\$ 61,863.00
May-13	204	\$ 62,847.00
Jun-13	207	\$ 63,134.00
Total	2322	\$ 716,155.00

Red Lake County July 2012 - June 2013

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-12	30	\$ 8,203.00
Aug-12	29	\$ 8,372.00
Sep-12	30	\$ 8,386.00
Oct-12	33	\$ 8,834.00
Nov-12	34	\$ 8,762.00
Dec-12	34	\$ 8,794.00
Jan-13	32	\$ 8,274.00
Feb-13	33	\$ 8,596.00
Mar-13	31	\$ 7,979.00
Apr-13	32	\$ 7,572.00
May-13	33	\$ 7,688.00
Jun-13	30	\$ 6,956.00
Total	381	\$ 98,416.00

Roseau County July 2012 - June 2013

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-12	92	\$ 22,988.00
Aug-12	92	\$ 23,120.00
Sep-12	90	\$ 22,307.00
Oct-12	93	\$ 23,348.00
Nov-12	95	\$ 23,820.00
Dec-12	96	\$ 24,374.00
Jan-13	94	\$ 23,745.00
Feb-13	96	\$ 24,364.00
Mar-13	91	\$ 23,627.00
Apr-13	90	\$ 24,095.00
May-13	93	\$ 24,573.00
Jun-13	92	\$ 23,469.00
Total	1114	\$ 283,830.00

Norman County July 2012 - June 2013

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-12	65	\$ 16,648.00
Aug-12	63	\$ 16,559.00
Sep-12	66	\$ 17,354.00
Oct-12	65	\$ 16,441.00
Nov-12	65	\$ 16,660.00
Dec-12	64	\$ 16,262.00
Jan-13	64	\$ 15,763.00
Feb-13	65	\$ 15,900.00
Mar-13	65	\$ 16,238.00
Apr-13	62	\$ 15,048.00
May-13	63	\$ 14,796.00
Jun-13	62	\$ 14,864.00
Total	769	\$ 192,533.00

Lake of the Woods County July 2012 - June 2013

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-12	12	\$ 3,332.00
Aug-12	11	\$ 3,397.00
Sep-12	12	\$ 3,844.00
Oct-12	12	\$ 3,956.00
Nov-12	12	\$ 3,617.00
Dec-12	12	\$ 3,163.00
Jan-13	13	\$ 3,538.00
Feb-13	15	\$ 4,624.00
Mar-13	15	\$ 4,604.00
Apr-13	15	\$ 4,266.00
May-13	15	\$ 4,666.00
Jun-13	15	\$ 4,614.00
Total	159	\$ 47,621.00

Ports July 2012- June 2013

Month	# of Vouchers Used Per Month	Housing Assistance Pa with/admin	Admin.	HAP Only
July-12	9	\$ 5,082.72	\$ 315.72	\$ 4,767.00
Aug-12	10	\$ 4,037.72	\$ 315.72	\$ 3,722.00
Sep-12	10	\$ 5,997.88	\$ 385.88	\$ 5,612.00
Oct-12	11	\$ 5,914.88	\$ 385.88	\$ 5,529.00
Nov-12	8	\$ 3,480.64	\$ 280.64	\$ 3,200.00
Dec-12	7	\$ 3,259.56	\$ 245.56	\$ 3,014.00
Jan-13	8	\$ 3,766.64	\$ 280.64	\$ 3,486.00
Feb-13	8	\$ 4,002.64	\$ 280.64	\$ 3,722.00
Mar-13	8	\$ 4,830.82	\$ 280.64	\$ 4,550.18
Apr-13	9	\$ 5,902.72	\$ 315.72	\$ 5,587.00
May-13	9	\$ 5,859.34	\$ 272.34	\$ 5,587.00
Jun-13	10	\$ 6,172.60	\$ 302.60	\$ 5,870.00
Total	107	\$ 58,308.16	\$ 3,661.98	\$ 54,646.18

The Section 8 Housing Choice Voucher Program is a federal funded program that assists qualifying individuals/families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. A housing subsidy is paid to the landlord directly by the Housing Authority on behalf of the participating family. The family pays the difference between the actual rent charged by the landlord and the amount subsidized by the Housing Authority.

The above information provides statistics for the County on the number of families/voucher holders that received rental assistance during a given month and the total dollar amount paid out each month for rental assistance payments.

All Counties CRF Funds

County	CRF Funds	Investor Dollars	Levy	New & Existing Construction	Number of Units
Beltrami	\$ 168,221	\$ 123,795	\$ -	\$ 2,238,497	26
Kittson	\$ 169,208	\$ 93,450	\$ -	\$ 2,828,698	48
Marshall	\$ 412,794	\$ 192,900	\$ 70,150	\$ 8,083,689	90
Norman	\$ 176,273	\$ 91,500	\$ -	\$ 2,461,722	31
LOW	\$ -	\$ 38,200	\$ -	\$ 499,052	8
Pennington	\$ 275,468	\$ 85,000	\$ 114,640	\$ 8,933,281	93
Polk	\$ 413,110	\$ 235,575	\$ -	\$ 9,464,492	103
Red Lake	\$ 883,695	\$ 433,350	\$ 23,109	\$ 13,332,305	135
Roseau	\$ 952,948	\$ 849,946	\$ -	\$ 29,547,668	344
Totals	\$ 3,451,717	\$ 2,143,716	\$ 207,899	\$ 77,389,404	878

06/30/13

Note: \$22.42 private dollars for every \$1.00 invested by the state
878 units of housing completed

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

BENEFITS RECEIVED PER COUNTY

Beltrami County *	\$ 336,600	1%
Clearwater County *	600,000	1%
Kittson County	1,553,373	3%
Lake of the Woods County *	224,527	0%
Marshall County	4,790,427	8%
Norman County *	8,750,806	15%
Pennington County	6,381,234	11%
Polk County	17,712,560	29%
Red Lake County	8,682,122	14%
Roseau County	11,151,066	19%
Total	\$ 60,182,715	

Total CRF program included in total above 7,995,569
(Down Payment Assistance - 862 Loans to Date)

ADDITIONAL BENEFITS RECEIVED FOR SEVEN COUNTY AREA

Total Section 8 Rental Assistance (HUD)

Since 1975 Inception 45,318,550
620 units assisted monthly with an
average of 280 landlords per yer

Total Low Rent Public Housing (HUD)

Since 1979 Inception 6,365,070
79 1-bedroom units and 24 3-bedroom homes

Total MHFA HOME Program

Since 2001 3,904,772

Essential Function Revnue Bonds

Phase I - 320 Market Rate Rentals 23,635,000
Phase II - 174 Market Rate Rentals 12,615,000
Tri-County Correctional Facility 3,200,000

Foxtail - 40 Town homes 1,250,000

Other Bonding

First Time Home Buyers 1995-2013 26,405,177

Total 122,693,569

Grand Total 182,876,284

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

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

Levy included in other report

PROJECTS FUNDED IN ROSEAU COUNTY

ROSEAU COUNTY

Greenbush SCDG	440,700	Housing Rehab	Completed
Roseau SCDG	904,000	Comprehensive	Completed
Warroad SCDG	4,219,270	Comprehensive & Housing Rehab	Completed
Warroad UDAG	2,200,000	Infrastructure	Completed
Roseau County CRF Grants	952,948	Home Purchase	Active
Roseau County CRF Loans Awarded	1,924,235	Home Purchase	Active
Roseau County FHLB	258,058	Housing Rehab	Active
Roseau County MHFA	19,726	Housing Rehab	Completed
Roseau County MHFA	100,000	Rental Rehab	Completed
Roseau County MHFA	56,199	Housing Rehab	Completed
Roseau County MHFA	75,930	Housing Rehab	Active
Total	<u>11,151,066</u>		

HRA Properties Managed by Greater Minnesota Management
July 15, 2013

COUNTY/CITY	PROPERTY NAME	STATUS	# OF BEDROOMS			
			1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm
Clearwater County:						
Bagley	OtterKill Gardens	Subsidized	28	2		
City of Clearbrook	Summerfield Place	Market Rate	4	10	2	
Hubbard County:						
City of Park Rapids	Summerfield Place	Market Rate	28	64	4	
Lake of the Woods County:						
City of Baudette	Summerfield Place	Market Rate	11	27	4	
Norman County:						
City of Ada	Summerfield Place	Market Rate	7	24		
City of Shelly	Summerfield Place	Market Rate		8		
Pennington County:						
City of Thief River Falls	Summerfield Place	Market Rate	23	52	8	
	Foxtail Townhomes	Market Rate			16	24
Polk County:						
City of Crookston	Summerfield Place	Market Rate	21	45	4	
City of Erskine	Summerfield Place	Market Rate	2	8		
City of Fertile	Summerfield Place	Market Rate	8	6		
City of Fisher	Summerfield Place	Market Rate		12	2	
City of Fosston	Summerfield Place	Market Rate	6	16	2	
Marshall County:						
City of Argyle	Summerfield Place	Market Rate		8		
City of Newfolden	Summerfield Place	Market Rate	2	6		
City of Warren	Summerfield Place	Market Rate	4	12		
Roseau County:						
City of Badger	Summerfield Place	Market Rate	2	6		
City of Greenbush	Summerfield Place	Market Rate	2	10		
City of Roseau	Summerfield Place	Market Rate	6	27	8	

Total Apartments = 571	154	343	50	24
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Properties Managed by Northwest Minnesota Multi-County HRA
 July 15, 2013

COUNTY/CITY	PROPERTY NAME	STATUS	# OF BEDROOMS		
			1 Bdrm	2 Bdrm	3 Bdrm
Kittson County:					
Lancaster, Hallock,	11 - 3 Bdrm Homes	Subsidized			11
	Kennedy & Lake Bronson				
Marshall County:					
Oslo, Newfolden	4 - 3 Bdrm Homes	Subsidized			4
	Middle River	Royal Manor Apts	20		
Pennington County:					
	St. Hilaire	2 - 3 Bdrm Homes			2
Polk County:					
	Climax, Erskine	5 - 3 Bdrm Homes			5
	Fertile	2 - 3 Bdrm Homes			2
	Fertile	Sunshine Court Apts	20		
	Fisher	Prairie View Apts	15		
	Fosston	Evergreen Apts	12		
	Fosston	Fosston Homes (7 Duplex)	12	2	
	Mentor	Maplewood Apts	8		
	Mentor	2 Office Buildings			
	Mentor	Maintenance Bldg			
Roseau County:					
	Badger	Badger Creek Apts	12		

Total Units = 125	99	2	24
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Roseau County Request for Board Action

Agenda Item #: Consent 1 <small>(for office use only)</small>	
Requested Board Date:	August 27, 2013
Originating Department: Coordinator's Office	
Subject Title (as it will appear on the Agenda):	Presenter: Jeff Pelowski
8-13-13 Board Proceedings	Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Requesting the Board review and approve Proceedings from the August 13, 2013 Board Meeting.	
Background: n/a	
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None	
Agenda Classification for County Board Meeting:	
<input type="checkbox"/> Delegations	<input checked="" type="checkbox"/> Consent Agenda
<input type="checkbox"/> Department Reports	<input type="checkbox"/> Committee Reports
<input type="checkbox"/> County Board Items	<input type="checkbox"/> Other

FOR OFFICE USE ONLY:

Board Action: Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____	Distribution/Filing Instructions:
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PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 13, 2013

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, August 13, 2013.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

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

APPROVAL OF AGENDA

Two forthwith payments were added to bills; a nomination for a Representative to serve on the BISF LUP Citizen Advisory Committee and a discussion on a conflict of interest issue was added to County Board Items. A motion to approve the amended Agenda was made by Commissioner Miller, seconded by Commissioner Phillipe and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Commissioner Miller referenced an article in the NaCO County News regarding broadband networking.

APPROVE BILLS

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

Warrants Approved For Payment 7/25/2013

Vendor Name	Amount
AFLAC	3,305.50
11 Payments less than 2,000.00	5,879.69
Final Total:	9,185.19

Warrants Approved For Payment 8/01/2013

Vendor Name	Amount
TOWN OF BEAVER	2,595.70
24 Payments less than 2,000.00	9,461.91
Final Total:	12,057.61

Warrants Approved For Payment 8/01/2013

Vendor Name	Amount
DEARBORN NATIONAL LIFE INSURANCE CO	2,104.55
JOHNSON/LAURE A	3,526.88
KNIFE RIVER MATERIALS	2,230,092.19
NW MN SERV COOP-BLUE CROSS BLUE SHIELD	67,130.00
PRUDENTIAL	2,202.54
7 Payments less than 2,000.00	3,910.45
Final Total:	2,308,966.61

Warrants Approved For Payment 8/09/2013

Vendor Name	Amount
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CENTURYLINK	3,446.14
M & J CONSTRUCTION, INC	87,162.25
MN DEPT OF FINANCE –TREAS	2,098.00
RIVERFRONT STATION	4,023.14
ROSEAU CITY	10,664.45
10 Payments less than 2,000.00	4,019.07
Final Total:	111,413.05

Warrants Approved For Payment 8/13/2013

Vendor Name	Amount
ASTLEFORD INTERNATIONAL	84,018.40
Final Total:	84,018.40

Warrants Approved On 8/13/2013 For Payment 8/16/2013

Vendor Name	Amount
AITKIN CO AUDITOR	2,250.00
AVIANDS LLC	7,460.82
BROCK WHITE CO LLC	28,191.63
CDW GOVERNMENT INC	4,442.05
D-A LUBRICANT CO. INC.	6,538.83
DELL MARKETING LP	4,726.51
EMERGENCY COMMUNICATIONS NETWORK LLC	11,800.00
FARMERS UNION OIL CO-LK BRNSN	7,765.94
FARMERS UNION OIL CO-WARROAD	11,870.63
GARTNER REFRIGERATION CO	4,365.49
GEO-COMM CORPORATION	8,000.00
INFORMATION SYSTEMS CORP	3,205.71
JOHNSON OIL CO INC	5,645.64
LEES WORKSHOP	2,187.50
M & R SIGN CO INC	3,163.34
MAR-KIT LANDFILL	40,040.70
MN DEPT OF CORRECTIONS STS	29,077.88
MSOP-MN SEX OFFENDER PROGRAM-D 462	3,912.00
NORTHERN RESOURCES COOPERATIVE	85,266.72
NORTHLAND TIRE	2,284.16
NORTHWOODS HEATING & COOLING	4,800.00
NOVACEK/PATRICK	2,010.19
PRAXAIR	3,288.33
PRO-WEST & ASSOCIATES INC	2,500.00
R & Q CONTRACTING INC	19,938.00
RDO TRUCK CENTERS	7,013.73
ROSEAU CO COOP ASSN	25,623.78
ROSEAU CO HWY DEPT	21,734.83
ROSEAU CO TREASURER	5,561.00
SJOBURG'S INC	3,236.70
TOWMASTER INC	87,545.59
TRUE NORTH STEEL	18,454.97
ZIEGLER INC	13,142.41
71 Payments less than 2,000.00	28,489.79
Final Total:	515,534.87

In addition, the Board approved a forthwith payment to Astleford International Trucks in the amount of \$84,018.40, for a 2014 International 7600 Truck, and, a forthwith payment to DW Mechanical in the amount of \$750.00 for beaver removal on County Ditch 91.

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Miller, seconded by Commissioner Swanson and carried unanimously. The Board, by adoption of its Consent Agenda, approved the July 23, 2013 Board Proceedings; accepted the resignation of Deputy Treasurer Stacey Skalsky and approved the payout of accrued vacation and sick

time; approved advertising for one (1) Representative to the Warroad River Watershed District and one (1) Representative to the Roseau River Watershed District, and, approved the hire Vicki Batten as an Office Support Specialist at Social Services at a Grade 4, Step A.

DEPARTMENT REPORTS

Highway Department

Engineer Ketring met with the Board to request a call for bids on two Federal flood projects. A motion to authorize advertising for bids on CSAH No. 2 (SP 068-602-041) and CSAH No. 5 (SP 068-605-009), with the bid opening scheduled for September 10, 2013 at 10:15 a.m., was made by Commissioner Phillippe, seconded by Commissioner Miller and carried unanimously.

Engineer Ketring requested the Board award a contract for work on County Road 137. A motion to award a contract to Horner Plumbing and Excavation, in the amount of \$65,088.55, for culvert work on County Road 137 was made by Commissioner Phillippe, seconded by Commissioner Miller and carried unanimously.

Engineer Ketring requested adoption of the 2013 Bridge Program Resolution. A motion was made by Commissioner Miller, seconded by Commissioner Swanson and carried unanimously to adopt the following resolution:

2013-08-01

WHEREAS Roseau County has determined that the following deficient bridges on the CSAH, County Road, and Township bridge systems are a high priority and require replacement or rehabilitation in the next five years and has revised the overall priority list as follows:

Bridge No.	Road No.	Sufficiency Rating	Engineers Estimate	Proposed Construction Yr.
7515	CR 103	57.8	\$230k	2014
88348	CSAH 17	49.7	\$420k	2014
68520	CSAH 72	93.3	\$300k (rehab)	2014
L-9285	Twp. Road	37.9	\$275k	2015
92593	CR 126	39.0	\$550k	2015
88320	CSAH 4	53.9	\$375K	2015
L-4439	Twp. Road	56.0	\$200k	2016
R0235	Twp. Road	39.0	\$450k	2016
L-9057	Twp. Road	30.2	\$400k	2017
68507	CSAH 13	67.0	\$500k	2017
68501	CSAH 7	72.6	\$450k	2018
68515	CSAH 23	66.9	\$500k	2018

WHEREAS local roads play an essential role in the overall state transportation network and local bridges are the critical component of the local road systems, and

WHEREAS State support for the replacement or rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road systems and is

necessary for the County and the townships to proceed with the replacement or rehabilitation of the high priority deficient bridges described above, and

WHEREAS Roseau County intends to proceed with replacement or rehabilitation of these bridges as State Transportation Bond Funds become available.

NOW, THEREFORE, BE IT RESOLVED Roseau County commits that it will proceed with the design and contract documents for these bridges immediately after being notified that funds are available in order to permit construction to take place within one year of notification.

The Board discussed ditch/culvert work proposed for County Road 112 in Pohlitz Township. The County has been asked to provide the survey work and culverts for the project. The Board recognized that protecting the integrity of the road is the County's responsibility. A motion to provide the survey work and four culverts (in the amount of \$11,200.00) for this project was made by Commissioner Miller, seconded by Commissioner Phillipe and carried unanimously.

Sheriff's Department

The Board discussed the hire of three part-time Deputies. A motion to hire Josh Olson, Brandon Boyd and Bruce Hanson as part-time Deputies (Grade 7, Step A), was made by Commissioner Swanson, seconded by Commissioner Phillipe and carried unanimously.

Sheriff Gust requested the Board consider the purchase of two (2) new squad cars to replace vehicles in the current fleet. A motion to purchase two (2) Chevrolet Impala Police Cars in the amount of \$22,967.00 each (minus trade-in of Stonegarden equipment in the amount of \$18,000.00) for a total amount of \$27,934.00, from Lake Country Chevrolet, was made by Commissioner Foldesi, seconded by Commissioner Miller and carried unanimously.

COUNTY BOARD ITEMS

Committee Appointments for HSEM Kathy Sebby

The Board discussed Committee Appointments for HSEM Kathy Sebby. A motion to appoint Kathy Sebby to the following committees: Emergency Management; Floodplain Map Advisory; Operations; Public Health; Regional Radio Advisory; Safety; and Wellness, was made by Commissioner Swanson, seconded by Commissioner Phillipe and carried unanimously.

There was discussion on County representation on the Regional Radio Advisory Committee. Two representatives from each participating County serve on this Board. The Board agreed that, for the time being, Sheriff Steve Gust and HSEM Kathy Sebby should serve on this committee with IT Administrator Chris Stauffer as an ex-officio member. The Board also requested Stauffer serve on the Local Radio Users Group Committee to keep up-to-date on communication issues. It was noted that an active local Radio Users Group is a critical component of this process.

Non-Union (non-exempt) Employee Salary/Benefits

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

2013-08-02

BE IT RESOLVED that the 2013-2016 non-union (non-exempt) employee salary and benefits shall be as follows:

- Three (3) year term commencing January 1, 2014 – December 31, 2016.
- COLA: 3% (2014); 1% (2015); 1% (2016).
- Health Insurance Premiums: any increase or decrease in premiums will be split 50-50 between the County and employee.
- Comp Time: Maximum accrual cap of 100 hours; maximum of two (2) payouts per year (must be pre-approved by the Department Head).
- Other applicable benefits and/or Handbook provisions unchanged.

Exempt Employees and Appointed/Elected Department Heads Salary/Benefits

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

2013-08-03

BE IT RESOLVED, that the 2013-2016 Exempt Employees and Appointed/Elected Department Heads salary and benefits shall be as follows:

- Three (3) year term commencing January 1, 2014 – December 31, 2016.
- COLA: 3% (2014); 1% (2015); 1% (2016).
- Health Insurance Premiums: any increase or decrease in premiums will be split 50-50 between the County and employee.
- Other applicable benefits and/or Handbook provisions unchanged.

Beltrami Island State Forest Land Utilization Project (BISF LUP) Citizen Input Panel

The Department of Natural Resources is requesting nominations for a member to serve on a BISF LUP Citizen Input Panel whose direction will be to form a strategic vision for 86,000 acres of lands owned by the federal government, but leased to and managed by the State of Minnesota within the LUP designated area. Panel members will be selected by DNR Commissioner Landwehr and appointed to a two year term. A motion to appoint Commissioner Todd Miller to the BISF LUP Citizen Advisory Panel was made by Commissioner Swanson, seconded by Commissioner Foldesi and carried unanimously.

Conflict of Interest Discussion

Commissioner Miller requested the Board consider having a third party review the ongoing conflict of interest investigation prior to receiving a final report. A motion to approve having the Clearwater County Attorney review the Pennington County investigation on the Falk Farm's conflict of interest case was made by Commissioner Miller, seconded by Commissioner Phillipe and carried unanimously.

Discussion continued on adopting a protocol to address future conflict of interest cases. Commissioner Swanson requested County Attorney Foss contact the State Attorney's Office to see if there is an existing program that would address this issue.

Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Perma-sine dust control meeting, 7/29/13; Committee of the Whole, 8/6/13; Roseau River Watershed District, 8/7/13; Sheriff's Committee, 8/7/13; Operations Committee, 8/7/13; Extension Committee, 8/12/13.

Commissioner Foldesi reported on the following committee(s): Committee of the Whole, 8/6/13.

Commissioner Miller reported on the following committee(s): U.S. Senator Klobuchar's Veterans Outreach Tour, 7/31/13; BISF/LUP Project meeting 7/31/13; Northern Counties Land Use Coordinating Board, 8/1/13; Committee of the Whole, 8/6/13; LEAN Committee, 8/6/13; Roseau River Watershed District, 8/7/13; Community Justice Coordinating Committee, 8/7/13; Sheriff's Committee, 8/7/13; Operations Committee, 8/7/13; Minnesota Rural Counties Caucus, 8/8/13; MN Sales Tax Webinar, 8/8/13.

Commissioner Phillipe reported on the following committee(s): Public Health Committee, 7/23/13; Roseau County Fair Booth, 7/24/13; Warroad Parks and Rec Board, 7/25/13; RSVP Volunteer Recognition, 8/5/13; Committee of the Whole, 8/6/13; Subsurface Sewage Treatment System Committee, 8/6/13; Land of the Dancing Sky Area Agency on Aging, 8/7/13; MN Housing Institute 8/7 – 8/8/13.

Commissioner Swanson reported on the following committee(s): Public Health Committee, 7/23/13; Roseau County Fair Booth, 7/24/13; U.S. Senator Klobuchar's Veterans Outreach Tour, 7/31/13; Roseau Economic Development Authority, 7/31/13; Northern Counties Land Use Coordinating Board, 8/1/13; Association of Minnesota Counties Board of Directors (St. Paul), 8/5/13; Committee of the Whole, 8/6/13; Subsurface Sewage Treatment System, 8/6/13; Roseau County LEAN Committee, 8/6/13; Roseau Economic Development Authority, 8/6/13; Community Justice Coordinating Committee, 8/7/13; Sheriff's Committee, 8/7/13; Operations Committee, 8/7/13; Extension Committee, 8/12/13.

Upon motion carried, the Board adjourned the regular meeting at 11:30 a.m. The next regular meeting of the Board is scheduled for August 27, 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

Roseau County Board

August 2013

Glenda A. Phillipe

District One

July 23 – Roseau County Board – Roseau

July 23 – Public Health – Roseau

July 24 – Roseau County Fair Booth – Roseau

July 25 – Warroad Parks and Rec Board – Warroad

August 5 – RSVP Roseau County Volunteer Recognition – Warroad

August 6 – COW – Roseau

August 6 – SSTS – Roseau

August 7 – Land of the Dancing Sky – TRF

August 7 – MN Housing Institute – Bemidji

August 8 – MN Housing Institute – Bemidji

August 13 – County Board – Roseau

August 14 – Lake Township – Warroad

Helped research easements for new road to tribal land; process for 4-way stop on CR 13/137; CR 137 ditch cleaning; Parker addition roads special hearing next meeting; two building permits.

August 26 – Warroad City Council – Warroad

August 27 – County Board – Roseau

August 29 – Warroad Parks and Rec – Warroad

August 29 – Sheriff's Meeting – Users' Input - Roseau

JACK SWANSON COMMITTEE REPORTS

8/14/13 NORTHWEST REGIONAL RADIO BOARD (ITV); asking that counties make appointments to Users and Owners & Operators committees (IT, Dispatch presence essential) ... heard that Becker County is proceeding with an ARMER participation plan (\$ 1.7 – 2.1 million); Kittson County is proceeding with an ARMER participation plan (\$ 1.5 million – which includes a Karlstad tower)

8/14/13 - JADIS TOWN BOARD - asked for clarification on ownership of several bridges (Stoe & Mickelson)

8/15/13 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (BEMIDJI); strategic planning session; determined enhanced external and internal communications important

8/16/13 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (BEMIDJI); approved 2% budget increase for 2014 (this will amount to an additional \$ 130 for Roseau County)

8/19/13 - ROSEAU COUNTY COMMITTEE ON AGING; approved seeking MnDOT grant funding for 2014 operations

8/20/13 - SOCIAL SERVICES BOARD

8/20/13 - HIGHWAY COMMITTEE

8/22/13 - A.M.C. LEAN KAIZEN TRAINING (ST PAUL)

8/22/13 - ROSEAU COUNTY AFFORDABLE HOUSING COMMITTEE

8/26/13 - ROSEAU COUNTY HEALTH FAIR PLANNING COMMITTEE