



## Board of Commissioners

606 5<sup>th</sup> Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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**September 24, 2013**

### REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on September 24, 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. Myles Hogenson – Roseau/Lake of the Woods Sportsman’s Club

**9:30 Consent Agenda**

1. September 10, 2013 Board Proceedings
2. Roseau River Watershed Board Appointment
3. Deputy Auditor/Property Tax Administrator Benefit Payout
4. Health and Safety Fair – Flu Shot Expenses
5. Safety Compliance Services Contract

**9:40 Department Reports**

1. Highway Department
  - a. Final Payment to Beito Repair
  - b. Transfer of Municipal State Aid Construction Funds to Regular State Aid Construction Funds
  - c. Federal Highway Projects
2. County Attorney
  - a. Outsourcing of Potential Conflict Case

**10:00 BREAK**

**10:15 Committee Reports**

1. Insurance Committee
  - a. Employee Insurance Plan Recommendations

**10:45 County Board Items**

1. State Office for Collaboration and Dispute Resolution: Briefing and Celebration Invitation
2. CollectMax Implementation
3. Commissioner Committee Reports

**11:30 Unfinished Business**

**11:30 Adjourn**

**\*Limited to five minutes**



# Roseau County Request for Board Action

<b>Agenda Item #: Appointment 1</b> <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 24, 2013	<b>Originating Department:</b> Roseau/LOW Sportsman's Club
<b>Subject Title (as it will appear on the Agenda):</b>		<b>Presenter:</b> Myles Hogenson
Roseau/LOW Sportsman's Club		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Myles Hogenson of the Roseau/LOW Sportsman's Club will meet with the Board to discuss 2014 GIA funding.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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:**

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

September 10, 2013

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, September 10, 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, Todd Miller, Glenda Phillipe, and Jack Swanson. Commissioner Foldesi was excused.

## APPROVAL OF AGENDA

A Stonegarden Grant Application was added to the Consent Agenda. A motion to adopt the amended Agenda was made by Commissioner Swanson, seconded by Commissioner Miller and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski notified the Board that the Roseau River Watershed Board Manager Appointment has been moved to the September 24, 2013 Board Agenda.

## APPROVE BILLS

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

### Warrants Approved For Payment 8/29/2013

Vendor Name	Amount
KNIFE RIVER MATERIALS 223,875.53	
<b>5 Payments less than 2,000.00</b>	<b>2,536.64</b>
<b>Final Total:</b>	<b>226,412.17</b>

### Warrants Approved For Payment 9/05/2013

Vendor Name	Amount
AFLAC	3,380.86
CENTURYLINK	2,353.42
DEARBORN NATIONAL LIFE INSURANCE CO	2,060.89
JOHNSON OIL CO INC	2,598.77
JOHNSON/LAURE A	3,526.88
NW MN SERV COOP-BLUE CROSS BLUE SHIELD	66,840.00
PRUDENTIAL	2,205.98
RIVERFRONT STATION	2,424.55
<b>12 Payments less than 2,000.00</b>	<b>5,921.48</b>
<b>Final Total:</b>	<b>91,312.83</b>

### Warrants Approved On 9/10/2013 For Payment 9/13/2013

Vendor Name	Amount
ACKER BODY SHOP INC	3,118.94
AVIANDS LLC	7,590.54
FARMERS UNION OIL CO-LK BRNSN	3,724.54
HOFFMAN DALE & SWENSON PLLC	4,890.00
MAR-KIT LANDFILL	38,664.60

MINN-DAK ASPHALT INC	9,689.14
MN DEPT OF TRANSPORTATION	6,059.39
MOTOR VEHICLE DEPUTY REGISTRAR	5,495.65
MSOP-MN SEX OFFENDER PROGRAM-D 462	4,042.40
NORTHLAND TIRE	7,858.45
R & Q TRUCKING INC	7,650.00
SJOBERG'S INC	2,668.25
WARROAD READY MIX	39,485.25
<b>58 Payments less than 2,000.00</b>	<b>17,724.08</b>
<b>Final Total:</b>	<b>158,661.23</b>

In addition, the Board approved a forthwith payment to Steven Stoskopf in the amount of \$6,939.00 for graveling in America and Clearwater Townships.

## **DELEGATIONS/BOARD APPOINTMENTS**

### Roseau County Historical Society – Brit Dahl

Brit Dahl, Executive Director of the Roseau County Historical Society, met with the Board to discuss their 2014 proposed allocation. Ms. Dahl provided an overview of exhibits, programming and special events that have taken place over the last year.

### Public Comment

Jim Jenson stated that Roseau County should bid out gravel crushing on an annual basis. Chair Falk told Mr. Jenson that his comments will be taken into consideration, as applicable.

## **CONSENT AGENDA**

A motion to adopt the Consent Agenda was made by Commissioner Phillipe, seconded by Commissioner Swanson and carried unanimously. The Board, by adoption of its Consent Agenda, approved the August 27, 2013 Board Proceedings; appointed Richard Battles to the Warroad River Watershed Board for a three year term beginning September 19, 2013 through September 19, 2016; approved the Bureau of Criminal Apprehension Joint Powers Agreement for the Minnesota Crimes Against Children Taskforce (#2013-09-05) beginning July 1, 2013 through May 31, 2016; approved the Soil and Water Conservation District Natural Resources Block Grant for the period September 1, 2011 through June 30, 2013; approved the County Veterans Service Office Operational Enhancement Grant Program (#2013-09-06) effective August 31, 2013 through May 30, 2014; approved final payment to M & J Construction in the amount of \$4,587.49 for crushing and stockpiling aggregate at the Sam Grafstrom pit; approved final payment to R & Q Trucking, Inc. in the amount of \$1,428.00 for DR 1982, PW 1257 and JD61; approved an application for a Temporary Retail "On Sale" 3.2 percent Malt Liquor License for the Badger Jaycees Fall Fest Rodeo pending receipt of payment and insurance certificate; accepted the resignation of Deputy Auditor/Tax Administrator Stacy Novak; approved advertising to hire for a Deputy Auditor/Tax Administrator; and, authorized opening an investment account with Vining Sparks (#2013-09-10).

## **BID OPENING**

Roseau County Auditor Martha Monsrud, District Highway Engineer Lou Tasa and Roseau County Highway Engineer Brian Ketring received bids for CSAH 2, SP 068-602-041 (repair damaged centerline culvert) and CSAH 5, SP 068-605-009 (repair of a slope failure in the south bound driving lane). Both projects are 2011 Federal Flood Projects administered through the State and Federal Highway authorities. Mr. Tasa opened and

read the bids as follows: 1. R & Q Trucking: The bid bond was included and signed for the bid in the amount of \$406,700.00. 2. Taggart Excavating: The bid bond was included and signed for the bid in the amount of \$372,876.00. Mr. Tasa and Mr. Ketring were excused to review the bids in order to report back to the Board prior to the end of the meeting.

## COUNTY BOARD ITEMS

The Board discussed County representation on the Radio Advisory Committee (RAC). A motion to approve Chris Stauffer as the Representative to the RAC, with Steve Gust serving as the alternate, was made by Commissioner Phillippe, seconded by Commissioner Miller and carried unanimously.

The Board reviewed the 2014 Levy/Budget information provided by Auditor Monsrud. A motion was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously to adopt the following resolution:

2013-09-08

BE IT RESOLVED, that the payable 2014 Proposed Property Tax Levy for Roseau County is hereby approved, as follows:

Fund	Levy
Revenue	\$3,426,008
Road & Bridge	1,200,000
Welfare	1,630,000
Debt Service	473,700
Total	\$6,729,708

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

2013-09-09

BE IT RESOLVED, that the 2014 Proposed Budget - incorporating the Preliminary Levy - is hereby approved, as follows:

Fund	Revenues	Expenditures	Net Budget
Revenue	\$6,247,465	\$6,092,771	\$154,694
Road & Bridge	8,428,380	8,620,882	-192,502
Welfare	3,537,618	3,842,738	-305,120
Debt Service	485,422	446,274	39,148
Tax Supported Funds - Total	\$18,698,885	\$19,002,665	-\$303,780
Environmental	\$1,051,702	\$1,077,501	-\$25,799
Total - All Funds	\$19,750,587	\$20,080,166	-\$329,579

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

2013-09-07

WHEREAS, the Roseau County Board of Commissioners has reviewed and considered budgets for the Unorganized Townships located in Commissioner District No. 3, 4, and 5, and;

WHEREAS, the Roseau County Board of Commissioners deems it necessary that the following amounts be levied on all taxable property in specified Unorganized Townships in Roseau County;

NOW, THEREFORE, BE IT RESOLVED that the year 2014 Unorganized Township budgets are hereby approved and the following amounts shall be levied upon all taxable property in Unorganized Townships in Roseau County for the year 2014:

<b>Township</b>	<b>Range</b>		
161	36	Clear River	\$ 6,000
161	37	America	\$ 3,000
162	44	Juneberry	\$ 4,250
163	38	Norland	\$12,000
163	39	Spruce Valley	\$ 8,000
163	40	Jadis Addition	\$ 700
163	43	Unorganized	\$ 125
163	44	Blooming Valley	\$ 1,500
164	38	Norland (north)	\$ 50
164	39	Spruce Valley (north)	\$ 200
164	40	Jadis Addition (north)	\$ 700
164	44	Blooming Valley (north)	\$ 500

A copy of the year 2014 Unorganized Township budgets are on file in the County Auditor's office.

A motion to set the 2014 Budget Hearing for December 3, 2013 at 6:00 p.m., was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously.

#### **BID AWARD**

District Engineer Lou Tasa and Highway Engineer Ketring returned to the Board meeting to review and request approval of the bids received on CSAH 2 and CSAH 5. Ketring noted that bids were significantly over estimated costs and attributed this to variations in asphalt and concrete prices. Mr. Tasa suggested approving the lowest bid pending approval from the State and Federal Highway authorities.

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

2013-09-10

BE IT RESOLVED, that the Roseau County Board does hereby accept Taggart Excavating's bid in the amount of \$372,876.00, to perform Federal flood repair work on CSAH 2 and CSAH 5, contingent upon approval from the State and Federal Highway authorities.

Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Committee of the Whole, 9/3/13; Roseau River Watershed District, 9/4/13; Operations Committee, 9/4/13; AMC Policy Meetings: Transportation Committee, 9/6/13.

Commissioner Miller reported on the following committee(s): Joint Powers Natural Resource Board, 8/28-8/29/13; Committee of the Whole, 9/3/13; Community Justice Coordinating Committee, 9/4/13; Operations Committee, 9/4/13; Minnesota Rural Counties Caucus, 9/5/13; AMC Policy Meetings: Agriculture, Transportation and Natural Resources, 9/6/13.

Commissioner Phillipe reported on the following committee(s): Warroad Parks and Rec, 8/29/13; Sheriff's Meeting – Radio Input, 8/29/13; Committee of the Whole, 9/3/13; Warroad Community Park Board, 9/3/13; Community Justice Coordinating Committee, 9/4/13; Operations Committee, 9/4/13; Minnesota Rural Counties Caucus, 9/5/13; AMC Policy Meetings: Public Safety Committee, 9/6/13; Warroad City Council, 9/9/13; Warroad School Board, 9/9/13.

Commissioner Swanson reported on the following committee(s): Roseau Economic Development Authority, 8/28/13; Committee of the Whole, 9/2/13; Community Justice Coordinating Committee, 9/4/13; Operations Committee, 9/4/13; AMC Policy Meetings: Ag and Rural Advisory Group, General Government Committee, 9/6/13; Roseau Convention and Visitors Bureau, 9/8/13; Roseau City Council, 9/8/13.

Upon motion carried, the Board adjourned the regular meeting at 11:30 a.m. The next regular meeting of the Board is scheduled for September 24, 2013 at 9:00 a.m.

Attest:

Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Pelowski, County Coordinator  
Roseau County, Minnesota

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



## ROSEAU RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

<b>Name of Nominating Agency:</b>	Roseau County Board of Commissioner
<b>Name of Nominee:</b>	Tony Wensloff

<b>Mailing Address</b>	26780 County Road 129	<b>Work Phone</b>	218-242-0655
<b>City</b>	Roseau	<b>Home Phone</b>	218-424-8351
<b>Zip Code</b>	56751	<b>Cell Phone</b>	218-242-0655
<b>County</b>	Roseau	<b>E-Mail Address</b>	tonywensloff@yahoo.com

1. Are you a resident of the Roseau River Watershed District?    YES
2. How long have you been a resident of the Roseau River Watershed District?  
     Entire life
3. What is your physical address?  
  
     26780 County Road 129  
     Roseau, MN 56751
4. Is that the address where you receive your mail?    YES
5. Is that the address on your driver's license?    YES
6. Are you a registered voter?    YES
7. In which precinct are you registered to vote?    Malung
8. Why are you interested in serving on the watershed board?

I am interested on serving on the watershed board because I am very concerned on what is going to happen with water issues in the future. I would like to have a say in what happens and also I feel I can help make the right decisions.

## **ROSEAU RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE**

9. If appointed, how do you feel you could positively affect the watershed?

I feel I could positively affect the watershed because I am open minded and do listen to all people. I am going to base my decisions on which I feel is right.

10. How would you/do you respond to issues that come before the watershed board that effect you personally?

I feel if to personal you need to step away from the table. But I feel you can explain the situation and can't vote on the topic.

11. Water is a controversial topic. How will you/do you handle disputes on the watershed board and with other entities such as county, state, or other watersheds?

I feel you need to listen to all the people and make decisions on which we feel is correct. No matter right or wrong we need to work together to make sure we make the right decisions with the least amount of impact.

12. What in your opinion is the Roseau River Watershed currently doing well? How could the Roseau River Watershed improve?

I feel the projects we have completed in the past have been very beneficial. We need to continue to maintain and work on these sites to continue to make them as efficient as we can. We need to continue to work with the other Agency's, and need to build a better working relationship with them as well.

Do you have any other comments you wish to share?

**THANK-YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE**



# Roseau County Request for Board Action

<b>Agenda Item #: Consent 3</b> <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 24, 2013	<b>Originating Department:</b> Auditor
<b>Subject Title (as it will appear on the Agenda):</b>		<b>Presenter:</b> Martie Monsrud
Deputy Auditor/Property Tax Administrator Benefit Payout		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Requesting the Board approve the payout of accrued vacation and sick time to Deputy Auditor Property Tax Administrator Stacy Novak. Total payout = \$1,896.13.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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:**

<b>Board Action:</b> Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____	<b>Distribution/Filing Instructions:</b>
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**3-Year Combination Package**  
**SAFETY & HEALTH PROPOSAL BY**  
**SAFETY COMPLIANCE SERVICES**  
*for*  
**ROSEAU COUNTY**  
**ROSEAU, MN 56751**

**August 15, 2013**

The following safety services are hereby offered to Roseau County and would be provided by Barb Schmitz of Safety Compliance Services, 20289 190<sup>th</sup> Street SE, Plummer, Minnesota, over a three-year period:

**Year 1 (2013/14) - \$3,800**

1. Two three-hour sessions of annual safety training for general county employees (e.g. Courthouse staff, Social Services, Sheriff's Department, Jail, Custodians, etc.) – to be done in Jan or Feb, 2014.
2. Consultation on health and safety related issues.
3. Representation in event of an OSHA inspection.

**Year 2 (2015/2015) - \$7,000**

1. Annual safety inspections of all County-owned buildings complete with written reports and recommended corrective action.
2. Two three-hour sessions of annual safety training for general county employees (e.g. Courthouse staff, Social Services, Sheriff's Department, Jail, Custodians, etc.) – to be done in Jan or Feb, 2015.
3. Consultation on health and safety related issues.
4. Representation in event of an OSHA inspection.

**Year 3 (2015/2016) - \$3,950**

1. Two three-hour sessions of annual safety training for general county employees (e.g. Courthouse staff, Social Services, Sheriff's Department, Jail, Custodians, etc.) – to be done in Jan or Feb, 2016.
2. Consultation on health and safety related issues.
3. Representation in event of an OSHA inspection.

The above services are offered to Roseau County for a fee of \$14,750 (which includes out-of-pocket expenses).

Authorized Signature: Barb Schmitz

Date: 8-15-13

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

***This Proposal may be withdrawn by Safety Compliance Services  
if not accepted within 90 days***

***Prepared by:***

***Barb Schmitz, Owner  
SAFETY COMPLIANCE SERVICES  
20289 190<sup>th</sup> Street SE  
Plummer, MN 56748  
218-465-4009  
schmitzb@gvtel.com***



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Highway 1a <small>(for office use only)</small>	
<b>Requested Board Date:</b> 09/24/13	<b>Originating Department:</b> Engineer
<b>Subject Title (as it will appear on the Agenda):</b> Approve Final Payment to Beito Repair for \$100,586.95.	<b>Presenter:</b> Brian Ketring
	<b>Estimated Amount of Time Needed for Discussion:</b> <input 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
<b>Board Action Requested:</b> Approve Final Payment.	
<b>Background:</b> This was for FEMA PW 1252 – CD 26, Lat. 2	
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input type="checkbox"/> None	
<b>Agenda Classification for County Board Meeting:</b>	
<input type="checkbox"/> Delegations	<input 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:**

<b>Board Action:</b> Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____	<b>Distribution/Filing Instructions:</b>  
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# ROSEAU COUNTY HIGHWAY DEPARTMENT

407 5th Ave. NW  
 Roseau, MN 56751  
 Project FEMA PW 1252 - CD 26 Lat. 2  
 Final Pay Request No. 1

Contractor: Beito Repair  
 43381 CR 48 NE  
 Middle River, MN 56737

Contract No.  
 Vendor No. N/A  
 For Period: 8/1/2013 - 9/13/2013  
 Warrant # \_\_\_\_\_ Date \_\_\_\_\_

**Contract Amounts**

Original Contract	\$104,241.25
Contract Changes	\$0.00
Revised Contract	\$104,241.25

**Work Certified To Date**

Base Bid Items	\$100,586.95
Change Orders	\$0.00
Backsheets	\$0.00
Supplemental Agreements	\$0.00
Work Orders	\$0.00
Material On Hand	\$0.00
<b>Total</b>	<b>\$100,586.95</b>

**Funds Encumbered**

Original	\$104,241.25
Additional	\$0.00
<b>Total</b>	<b>\$104,241.25</b>

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
FEMA PW 1252	\$100,586.95	\$100,586.95	\$0.00	\$0.00	\$100,586.95	\$100,586.95
Percent Retained: 0%						
<b>Amount Paid This Final Pay Request</b>					<b>\$100,586.95</b>	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

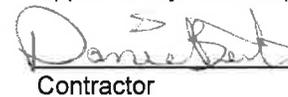
Approved By

  
 \_\_\_\_\_  
 County/City/Project Engineer

Date

9/17/2013  
 \_\_\_\_\_

Approved By Beito Repair

  
 \_\_\_\_\_  
 Contractor

Date

9-16-13  
 \_\_\_\_\_



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Highway 1b <small>(for office use only)</small>	
<b>Requested Board Date:</b> 09/24/13	<b>Originating Department:</b> Engineer
<b>Subject Title (as it will appear on the Agenda):</b> Approve transfer of Municipal State Aid Construction Funds to Regular State Aid Construction Funds.	<b>Presenter:</b> Brian Ketring
	<b>Estimated Amount of Time Needed for Discussion:</b> <input 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
<b>Board Action Requested:</b> Approve transfer of \$300,000 Municipal State Aid Construction Funds to Regular State Aid Construction Funds.	
<b>Background:</b>	
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input type="checkbox"/> None	
<b>Agenda Classification for County Board Meeting:</b>	
<input type="checkbox"/> Delegations	<input 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:**

<b>Board Action:</b> Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____	<b>Distribution/Filing Instructions:</b>
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COUNTY OF ROSEAU

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

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer \$ 300,000 (all funds) in excess of two years apportionment into the Regular Construction Account.

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

County of \_\_\_\_\_  
County Auditor









## Minnesota State Office for Collaboration and Dispute Resolution: Briefing and Celebration

**Representative Carolyn Laine** and **Commissioner of the Bureau of Mediation Services Josh Tilsen** cordially invite Minnesota policy makers and leaders to attend a celebration and briefing on the new State Office for Collaboration and Dispute Resolution. The event will be held in conjunction with the national conference of the Association for Conflict Resolution. **Governor Dayton** has been invited to give opening remarks.

The **mission of the office** includes:

- assisting state and local government in improving collaboration to develop effective, efficient, and sustainable solutions to community problems
- providing technical assistance and information on the best practices and new developments in dispute resolution.

Representative Laine and Commissioner Tilsen will give an overview of the new office, its goals for the state of Minnesota and how policy makers and other leaders can utilize its services.

Also speaking will be representatives from two states whose statewide dispute resolution offices are national models. Lou Gieszl, Deputy Executive Director Maryland Mediation and Conflict Resolution Office and Carrie Heltzel, Appropriate Dispute Resolution Center, University of Oregon School of Law will speak about the success in their state and what Minnesota can learn from them.

There will be a reception immediately following the speakers.

For more information on the National Association for Conflict Resolution and the annual conference, visit <http://www.acrnet.org>

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**When:** October 9, 2013, 4:45–5:30.  
Reception to follow.

**Where:** Hilton Minneapolis  
Symphony I, 1001 Marquette Avenue South  
Minneapolis, MN 55403



*RSVPs are appreciated – email [mariah@crminnesota.org](mailto:mariah@crminnesota.org)*





**Statement of Work MN2005.002.02-eGov-SOW**

**CollectMax Hosting and  
Content Management Services (CMS)**

**MCCC Member Counties**

Last Updated On: January 17, 2011  
Document Version: 6.0

**Project Description**

This project is focused on the creation/definition of the content and presentation of the County web portal within the Manatron eGovernment Services Group solution environment. Included in this project are other services needed by the County for continued support, such as content management and integration, with the payment provider chosen by the County.

**Project Scope****Business process**

- Manage the Content Management System (CMS) implementation
- Training sessions and documentation

**Site Design**

- Create a new skin/theme to mimic each County's existing site
- Migrate existing site content to new portal

**Location**

- Web portal will be centrally hosted at Manatron's data facility

**Applications**

- GRM Tax - To include search, summary, current year, delinquent years, and tax assessment information, per the eGov extract tables within GRM
- Collection Cart - Interface with Selected Transaction Processor
- Payment Reporting - To include batch file export for importing on-line payments in the GRM system

**On-Demand Reporting**

- Tax payments
- Page hit analytics

**Application Data**

- Integrate with Manatron's GRM Tax system using Manatron's Reach-In technology

**Ongoing Administration after Project Completion**

- Provide e-mail and phone support
- GRM Tax data updates
- Reach-In services for real-time data integration
- CMS Repository

### **Assumptions and Constraints**

#### **Training**

The County will provide the names of key personnel who will be charged with the duties and responsibilities to manage site content.

#### **Infrastructure and Access**

Manatron will provide a Reach-In server for accessing GRM data remotely. Ownership and control of this hardware will remain solely with Manatron for purposes of web data updates only. This hardware must reside physically in the same data center as the Manatron back-end system. No programs shall be loaded on the hardware by the County without Manatron's written consent. The County will be responsible for providing and maintaining an Internet connection to the Reach-In server for the duration of the agreement. The County will not be liable for damage to Manatron property as a result of situations outside their control (flood, power surge, tornado, etc.), but will be held liable if damage is a result of County negligence.

#### **Third-Party Payment Provider**

The County will finalize all contractual agreements with the Selected Transaction Processor before interface testing begins. The Selected Transaction Processor will provide the necessary documentation for payment configuration and testing.

#### **Issue Management**

Definition of Issue Severity Levels:

Severity Level 1 - System is down, or major critical functionality is not operating.

Severity Level 2 - Non-critical, but major functionality is inoperative.

Severity Level 3 - System feature is malfunctioning or inoperative, but an alternative procedure exists to achieve business needs. The alternative procedure to be used shall be mutually agreed upon by the County and Manatron.

Severity Level 4 - Cosmetic in nature.

### **Interrelated Projects**

There are no interrelated projects.

### **Acceptance Criteria**

Upon completion of the project, Manatron and the County will enter into a User Acceptance and Testing (UAT) phase. During UAT, the County will determine if all objectives identified in the SOW have been met. By virtue of completing an acceptance process, the County project manager is providing Manatron with assurance that the County is satisfied that the deliverable in question is complete.

## Definitions

**eGovernment** - Provided by Manatron and consisting of the following:

- Provide Internet-based software to access the County's public data
- Populate the eGovernment software with County data from the appropriate system on a regular basis
- Set up a secure test web site for the County to verify the data conversion
- Provide programs and equipment to allow updating the Internet site with the County's data
- On-going development and enhancement of the Manatron eGovernment applications
- Ensure proper third-party product licensing
- Subscription services, credit card transactions, etc.
- Ongoing support, i.e., software upgrades, "bug" fixes, and telephone and e-mail support
- 24/7/365 monitored web site support

**Hardware** - The Manatron-hosted solution is a high-availability offering which includes:

- 24/7/365 monitored infrastructure support (network/hardware/software)
- Fully fault-tolerant power
- Redundant backbone connection
- Redundant servers
- Constant proactive security analysis
- Response time and user up-time monitoring
- Database monitoring and maintenance
- User subscription database administration
- Monthly system utilization reports
- Automated backups

**Web Server Address** - One County-determined domain name will be provided.

**Frequency of Updates to Database** - The County shall make programmatic arrangements to provide Manatron with updated information for the Database on a daily basis or as agreed upon with the County. In no case shall the updates occur more than once per day.

**Database Maintenance** - Manatron agrees to establish and maintain the Database and to update information as it is properly formatted and submitted to Manatron by the County or by other sources approved by Manatron. Manatron will follow standard procedures for computer management of the Database, including back-up measures, recovery procedures, file maintenance and expansion, change controls, problem resolution procedures, management and control of space use, performance reporting, and related security and administration. Manatron will provide load-balanced web servers and a Database server for the duration of this Agreement.

**Appendix A – Statement of Work Acceptance Form**

**Purpose:**

The purpose of this acceptance form is for the **MCCC** to “sign off” on this Statement of Work and agree that Manatron should proceed to the next phase through the life cycle of this project.

We, the undersigned, accept this document as a stable work product to be used in the delivery of the project described herein. Any deviation from this Statement of Work is to be handled through Manatron’s Change Management Process.

This Statement of Work will confirm the MCCC’s request for professional services and database hosting and support as outlined and at the following prices for each County:

One-time professional services fees of \$7,200.00 to be invoiced upon the County’s Go-Live, and Annual database hosting/support fees of \$6,695.00 (for the first year) to be invoiced upon the first of the month next following the County’s Go-Live.

This SOW will be an Addendum to any existing Agreement(s) with Manatron, and all the terms and conditions of that Agreement(s) will pertain.

**Minnesota Counties Computer Cooperative (MCCC)**

**Manatron, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B – Acceptance Form No. 2  
Initial Set-Up Acceptance Form**

**Purpose:**

The purpose of this acceptance form is for the County to “sign off” on initial set-up phase and agree that Manatron should proceed to the next phase through the life cycle of this project.

**Outputs:**

1. The Database is installed and configured for testing.
2. CollectMax application and any third-party software are loaded into a test environment. This does not include custom installation of the application or County-specific configurations; this is the default installation only, for testing purposes.

We, the undersigned, agree that this work is complete and, under the conditions of this Statement of Work and any accompanying agreement(s), to proceed to the next phase of this project.

\_\_\_\_\_ **County, Minnesota**

**Manatron, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix B – Acceptance Form No. 4  
“Go-Live” Acceptance Form**

**Purpose:**

The purpose of this acceptance form is for the County to “sign off” on the Go-Live phase and agree that the web site is ready for production use.

**Outputs:**

1. Manatron has designed a portal skin that mimics the existing site.
2. Manatron has imported existing County content.
3. Integration with GRM Tax system to provide tax record look-ups is complete.
4. Integration with the Selected Transaction Processor for payment collection is complete.
5. The County has viewed and tested each of the system components and accepts the system.
6. The system is functioning as described in this Statement of Work with no Severity Level ONE issues outstanding. Any other outstanding issues have been documented.
7. The County authorizes the system for live production.

We, the undersigned, agree that this work is complete and under the conditions of this Statement of Work and any accompanying agreement(s), the County will be invoiced a firm, fixed set-up/configuration fee of **\$7,200.00** upon signing this acceptance. In addition, Database Hosting/Support will begin, and the County will be invoiced the first-year Annual Database Hosting/Support Fee of **\$6,695.00** upon the first of the month next following Go-Live. It is agreed that this project is complete.

\_\_\_\_\_ **County, Minnesota**

**Manatron, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **Roseau County Board**

**September 2013**

**Glenda A. Phillipe**

**District One**

**August 27 – County Board – Roseau**

**August 29 – Warroad Parks and Rec – Warroad**

**August 29 – Sheriff’s Meeting – Users’ Input – Roseau**

**September 3 – Committee of the Whole – Roseau**

**September 3 – Warroad Community Park Board – Warroad**

**September 4 – Community Justice Coordinating Committee - Roseau**

**September 4 – Sheriff’s Committee – Roseau (no meeting)**

**September 4 – Operations Committee – Roseau**

**September 5 – Minnesota Rural Counties Caucus – Alexandria**

**September 6 – Association of Minnesota Counties Public Safety Policy – Alexandria**

**September 9 – Warroad City Council – Warroad**

**September 9 – Warroad School Board – Warroad**

**September 10 – Roseau County Board – Roseau**

**September 11 – Lake Township Board – Warroad – postponed**

**September 16 – Roseau County Committee on Aging – Roseau**

**Extended bus service to Grand Forks, TRF, and Bemidji begins October 1; will hand out brochures when available; old bus (transmission out) being sold; FAR North riders up 2.2% from 2013; 2014 MnDot grant submitted \$345,000;**

**September 17 – Social Services – Roseau**

**Anderson’s Annual Review; Cindy Christopherson, LSS Senior Meals report.**

**September 17 – Highway Department – Roseau**

**2014 Ditch Levies reviewed; CSAH 2 & 5 bids moved to 2014.**

**September 23 – Warroad City Council – Warroad**

**September 24 – Warroad Community Education – Warroad**

**September 24 – Roseau County Board – Roseau**

**September 25 – Warroad Watershed – Warroad**

**September 26 – Warroad Parks and Rec – Warroad**

## JACK SWANSON COMMITTEE REPORTS

SEPTEMBER 12, 2013 - STATEWIDE RADIO BOARD FINANCE COMMITTEE; approved alternative use of Motobridge grant dollars for Metro region (as they use different interoperability hardware)

SEPTEMBER 12, 2013 - ROSEAU COUNTY INSURANCE COMMITTEE; voted to recommend fixed percentage plan for employees' share of health insurance costs; and voted to add a 3<sup>rd</sup> (higher deductible) option

SEPTEMBER 16, 2013 - ROSEAU COUNTY COMMITTEE ON AGING; talked about expanded bus service to TRF, Grand Forks and Bemidji (starting in October)

SEPTEMBER 17, 2013 - SOCIAL SERVICES BOARD

SEPTEMBER 17, 2013 - HIGHWAY COMMITTEE

SEPTEMBER 17, 2013 - SAFETY COMMITTEE; voted to recommend a 3 year contract w/ Barb Schmitz for AWAIR training, every-other-year walkthroughs, and representation in OSHA situations

SEPTEMBER 18, 2013 - JADIS TOWN BOARD