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**March 11, 2014**

**REGULAR BOARD MEETING AGENDA**

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on March 11, 2014 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 Public Hearing – Proposed Land Sale**

**9:20 Delegations/Board Appointments/Public Comments\***

1. Northwest Regional Library Update – Rod Kjersten
2. Roseau County Ag Society/Red River Valley Development Commission – Buddy Erickson

**9:50 Consent Agenda**

1. February 25, 2014 Board Proceedings
2. Temporary Dispatch/Correctional Officer Hire(s)
3. Jail Administrator Hire
4. Deputy Sheriff Job Status Change
5. Deputy Auditor Benefit Payout
6. Deputy Assessor Benefit Payout
7. Assessor Advertisement for Hire
8. Assessment Fee Schedule
9. Technology Committee Appointments
10. Transfer Station Re-permitting - SEH Proposal
11. NWCA Board Appointment

**10:00 BREAK**

**10:15 Department Reports**

1. Attorney's Office
  - a. Synthetic Drug Ordinance
2. Highway Department
  - a. 2014 Overlay Projects - Call for Bids
3. Auditor's Office
  - a. Authorization to Hire – Deputy Auditor-Payroll/Elections

**10:45 County Board Items**

1. Board Resolution of Support
2. Commissioner Committee Reports

**11:30 Unfinished Business**

**11:30 Adjourn**

**\*Limited to five minutes**



## **NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Roseau County Board of Commissioners will hold a public hearing on March 11, 2014, at 9:15 a.m. to receive public input concerning a proposed land exchange/swap in Northeast Quarter of the Northeast Quarter (NE  $\frac{1}{4}$  NE  $\frac{1}{4}$ ) of Section Thirty-three,(33), in Township One Hundred Sixty-one (161) North of Range Thirty-six (36) West, between Roseau County and BCK Camp, Inc.

Persons interested in receiving information on said land exchange/swap should contact the Roseau County Auditor's Office.

Dated: February 14, 2014

By: Martha Monsrud,  
Roseau County Auditor

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January 15, 2014

Kevin Larson  
President, BCK Camp Inc

▶ **Roseau County Board of Commissioners**

Roseau County Courthouse  
606 5<sup>th</sup> Ave S.W.  
Roseau, MN 56751

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**To the Roseau County Board,**

BCK Camp is a group of 4 families spanning 3 generations that own land within the Beltrami State Forest. We are not for profit and just want to maintain our land and be good stewards of the Beltrami State Forest. We purchased the land, just as it is now, from Paul Bilberg in 1993. At the time we were unaware that the cabin we purchased sits on county land. In fact the county was not aware of this until about 2006.

I have had some conversations with Commissioner Miller about the fact that the county is in the process of selling some county land that is no longer of use to the county and put them on the tax roles. One of these parcels might be the one our cabin sits on. I discussed with Commissioner Miller the possibility of exchanging land with the county so that we can solve the issue of our cabin on the county's land and possibly clear up some issues for the county also. At our annual meeting held December 8 2013, the owners of BCK Camp voted to pursue a land swap with Roseau County so that our cabin will sit on our own property.

We propose to swap land on the far eastern side of the 40 acre parcel that ours and the county's land are in for a clean title to the county land. The county would end up with the same acreage that it now owns. This would give the county a rectangular parcel with access to Bednar Trail, and would put the BCK cabin on its own property. It could also clear up some issues with a quit claim deed issued to Tom Bilberg within the county land.

Doing this would accomplish a few things. First it would give the county a much more salable parcel by making it accessible by Bednar Trail, and the county land would no longer have our cabin or the Bilberg cabin on it. It would allow us to keep the BCK cabin where it is. It is an old cabin that has been moved before but we don't think it could withstand another move.

BCK Camp would hope that the county would utilize county staff to do the work to keep the cost down since this benefits the county as well as BCK Camp.

So, BCK Camp formally requests a land swap with Roseau county as described above.

RESPECTFULLY,  
KEVIN LARSON, PRESIDENT, BCK CAMP INC.

ATTACHED,  
ARIAL PHOTO WITH ROUGH DESCRIPTION OF LAND



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Land Swap

Date: 12/5/2013









# Roseau County Request for Board Action

<b>Agenda Item #: Consent 1</b> <small>(for office use only)</small>	
<b>Requested Board Date:</b>	3/11/14
<b>Originating Department:</b> Coordinator's Office	
<b>Subject Title (as it will appear on the Agenda):</b> February 25, 2014 Board Proceedings	<b>Presenter:</b> Jeff Pelowski
<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> Review and approve the February 25, 2014 Board Proceedings.	
<b>Background:</b>	
<b>Supporting Documentation:</b> <input checked="" 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

February 25, 2014

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, February 25, 2014.

## CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

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

## APPROVAL OF AGENDA

A discussion on legislative priorities was added to County Board Items; the Social Services hire was removed from the Consent Agenda and added to County Board items; and, an Environmental Department discussion was added to County Board items. A motion to approve the amended Agenda was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Commissioner Foldesi requested that Sentence to Service personnel repair the chipped railing in the front of the Courthouse due to snow shoveling.

## APPROVAL OF BILLS

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

### Warrants Approved For Payment 2/13/2014

Vendor Name	Amount
TOWN OF BARNETT	18,781.38
TOWN OF BARTO	17,596.21
TOWN OF BEAVER	6,226.36
TOWN OF CEDARBEND	11,621.74
TOWN OF DEER	17,856.16
TOWN OF DEWEY	10,313.16
TOWN OF DIETER	15,757.17
TOWN OF ENSTROM	21,132.73
TOWN OF FALUN	14,458.29
TOWN OF GOLDEN VALLEY	11,829.28
TOWN OF GRIMSTAD	12,613.34
TOWN OF HEREIM	15,431.70
TOWN OF HUSS	11,732.92
TOWN OF JADIS	34,816.63
TOWN OF LAKE	67,125.01
TOWN OF LAONA	25,684.82
TOWN OF LIND	12,534.73
TOWN OF MALUNG	21,364.71
TOWN OF MICKINOCK	18,876.46
TOWN OF MOOSE	13,284.97
TOWN OF MORANVILLE	35,500.90
TOWN OF NERESON	13,203.40
TOWN OF PALMVILLE	6,154.93
TOWN OF POHLITZ	5,334.11
TOWN OF POLONIA	13,997.18

TOWN OF POPLAR GROVE	9,006.27
TOWN OF REINE	6,366.26
TOWN OF ROSS	22,300.51
TOWN OF SKAGEN	18,158.77
TOWN OF SOLER	12,347.06
TOWN OF SPRUCE	25,390.28
TOWN OF STAFFORD	16,364.11
TOWN OF STOKES	18,201.45
<b>Final Total:</b>	<b>581,363.00</b>

**Warrants Approved For Payment 2/13/2014**

<b>Vendor Name</b>	<b>Amount</b>
CENTURYLINK	2,606.80
MN DEPT OF FINANCE –TREAS	2,395.50
ROSEAU CO SOIL & WATER CONS	44,514.00
<b>5 Payments less than 2,000.00</b>	<b>4,128.16</b>
<b>Final Total:</b>	<b>53,644.46</b>

**Warrants Approved For Payment 2/20/2014**

<b>Vendor Name</b>	<b>Amount</b>
ROSEAU CO TRAILBLAZERS	28,490.20
<b>10 Payments less than 2,000.00</b>	<b>3,665.78</b>
<b>Final Total:</b>	<b>32,155.98</b>

**Warrants Approved On 2/25/2014 For Payment 2/28/2014**

<b>Vendor Name</b>	<b>Amount</b>
CDW GOVERNMENT INC	3,472.64
FARMERS UNION OIL CO-WARROAD	7,608.78
JOHNSON OIL CO INC	7,256.10
MN DEPT OF CORRECTIONS	28,262.92
MN RURAL COUNTIES CAUCUS	2,135.00
NORTHERN CONSTRUCTION CO INC	2,593.60
NORTHERN RESOURCES COOPERATIVE	25,234.22
RATWIK, ROSZAK & MALONEY, PA	3,949.90
SIMPLEX GRINNELL LP	2,820.00
WEST CENTRAL INDEXING LLC	2,000.00
<b>38 Payments less than 2,000.00</b>	<b>12,582.01</b>
<b>Final Total:</b>	<b>97,915.17</b>

In addition, a forthwith payment to Charles Health in the amount of \$240.00, for beaver removal on Ditch 63, was also approved.

**DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS**

Mr. Doran Horner addressed the Board regarding concerns he has with Mr. Jim Jenson's Letters to the Editor pertaining to removal of gravel from County pits. Mr. Horner requested facts instead of rumors with regard to this investigation. In addition, Mr. Horner submitted a letter to the Board with regard to Highway Engineer Ketring and requested the Board follow policy when any County employee is under public scrutiny.

Sheriff Gust responded to Mr. Horner stating that Kittson County was investigating the gravel removal because the complaint involved a Commissioner.

Mr. Jim Jenson addressed the Board with regard to the quality of gravel on County roads and his frustration with obtaining public information pertaining to the cost of crushing this gravel. Jenson noted he has filed a complaint of malfeasance against the Board with Sheriff Gust.

Mr. Merlin Nelson addressed the Board to discuss an insurance claim the County submitted to MCIT on his behalf for vehicle damage due to a rock strike.

## **CONSENT AGENDA**

A motion to adopt the Consent Agenda was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously. The Board, by adoption of its Consent Agenda, approved the February 11, 2014 Board Proceedings; approved the Northwest Minnesota Regional Emergency Communications Board Joint Powers Agreement Amendment Resolution; approved a personal leave request; approved the Northland Community and Technical College Safety Training Contract for 2014 for the County Highway Department staff; and, passed resolution #2014-02-02 granting a liquor license to Warroad Estates, LLC, pending approval of the Lake Township Board.

## **COUNTY BOARD ITEMS**

### Legislative Priorities

The Board discussed submitting the following list of priorities for discussion at the Minnesota Rural Counties Caucus meeting on February 25, 2014: 1) Bonding for the Local Road Improvement Program; 2) Exempt Assessors from Continuing Education Requirements; 3) Workforce Housing Assistance; 4) Clean Water Act Provisions; 5) Continue MA Payments for Inmates; and, 6) Northern Counties Land Use Board Priorities.

### Social Worker Hire

Commissioner Foldesi inquired as to the necessity of hiring another Social worker. Director Dave Anderson explained that the State of Minnesota is requiring Special Needs Basic Care clients to enroll in the Medica Health Plan. Medica is contracting with the County to provide Care Coordination Services. The County will be paid for providing these services making this a cost neutral position. Services to Basic Care clients will include assistance in setting up medical appointments, transportation needs, etc. Mr. Anderson also indicated that this position will assist with Children's Mental Health and MnChoices as time permits.

A motion to approve advertising for the Social Worker position was made by Commissioner Swanson, seconded by Commissioner Falk and carried by a 3-1 vote with Commissioner Foldesi opposed.

### Environmental Office

Commissioner Foldesi requested clarification on how contracts are awarded for appliance crushing at the Transfer Station. Jeff Pelowski explained that quotes are obtained and the job is given to the contractor with the best overall quote.

Commissioner Foldesi questioned the need for the Environmental Reserve Fund balance. Mr. Pelowski explained that the balance in this fund is needed to prepare for the installation of monitoring wells, future facility closure costs and unexpected equipment purchases. Pelowski noted that the Solid Waste budget has remained neutral for almost 20 years.

### Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Minnesota Power Open House, 2/11/14; Roseau County Credit Card Committee, 2/11/14; Building Committee, 2/14/14; Social Services Board, 2/18/14; Highway Committee, 2/18/14; Roseau County Township Officers Association meeting, 2/18/14.

Commissioner Foldesi reported on the following committee(s): Social Services Board, 2/18/14; Roseau County Township Officers Association meeting, 2/18/14; Highway Committee, 2/18/14; Northwest Community Action, 2/20/14; meeting with Greenbush Mayor and Greenbush City Council member regarding the Highway Shop in Greenbush, 2/24/14.

Commissioner Miller reported on the following committee(s): Beltrami Island Land Utilization Project Citizen Input Panel, 2/6/14; Con Con Drainage Workshop Group meeting, 2/7/14; meeting with Senator Skoe regarding back assessments on Con Con systems, 2/11/14; State Representative Dan Fabian Town Hall Meeting, 2/13/14; Social Services Board, 2/18/14; Highway Committee, 2/18/14; Roseau County Township Officers Association meeting, 2/18/14; Joint Powers Natural Resource Board, 2/24/14.

Commissioner Swanson reported on the following committee(s): Roseau County Credit Card Committee, 2/11/14; Northwest Regional Radio Board, 2/12/14; State Representative Dan Fabian Town Hall meeting, 2/13/14; AMC Executive Committee, 2/14/14; Roseau County Committee on Aging, 2/17/14; Social Services Board, 2/18/14; Highway Committee, 2/18/14; Public Health Committee, 2/18/14; Roseau School Board, 2/18/14; NW Minnesota Household Hazardous Waste JPB, 2/19/14; AMC/MACO Teleconference, 2/19/14; Jadis Town Board, 2/19/14; Roseau County Affordable Housing Fund Committee, 2/20/14; AMC Board of Directors, 2/21/14.

Upon motion carried, the Board adjourned the regular meeting at 10:35 a.m. The next regular meeting of the Board is scheduled for March 11, 2014 at 9:00 a.m.

Attest:

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

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

\_\_\_\_\_  
Jack Swanson, Vice-Chair  
Board of County Commissioners  
Roseau County, Minnesota









# Roseau County Request for Board Action

<b>Agenda Item #: Consent 5</b> <small>(for office use only)</small>	
<b>Requested Board Date:</b>	3/11/14
<b>Originating Department:</b> Auditor's Office	
<b>Subject Title (as it will appear on the Agenda):</b> Deputy Auditor Benefit Payout	<b>Presenter:</b> Martie Monsrud
<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> Benefit payout to Deputy Auditor of accrued vacation and sick time for a total of \$5,821.02.	
<b>Background:</b>          	
<b>Supporting Documentation:</b> <input checked="" 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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## Employment Opportunity

**Position:** Roseau County Assessor

**Hiring Range Description:** Commensurate with experience and certification level.

Accredited Minnesota Assessor (AMA) GRADE 11 - Minimum \$60,715.20

Senior Accredited Minnesota Assessor (SAMA) GRADE 12 - Minimum \$66,372.80

**Salary Range Description:** Corresponds with certification level.

**Position Summary:** Under the general direction of the County Board, the County Assessor researches, develops, implements, and directs department procedures for the valuation and classification of all property in Roseau County. This position implements Minnesota Statutes and Minnesota Department of Revenue directives to provide an efficient and uniform system of property appraisal. The County Assessor supervises an assessment staff and directs and oversees the work of local assessors. This position provides training and information to staff, local assessors, and various government agencies regarding legislative changes and Department of Revenue rule changes. The County Assessor is responsible for developing and monitoring policies, procedures, and standards as defined by M.S. Statutes 273.061, subd. 8-10.

**Minimum Qualifications/Education Training:** Possess and maintain Accredited Minnesota Assessor Certification with the ability to attain Senior Accredited Minnesota Assessor Certification within two years from date of hire. Possess valid Minnesota Driver's License with satisfactory driving record.

**Closing Date:** Applications may be obtained from the County Coordinator's Office by email at [annmarie.miller@co.roseau.mn.us](mailto:annmarie.miller@co.roseau.mn.us); from the Roseau County web site at <http://www.co.roseau.mn.us> or by calling 218-463-4248. Completed applications, along with cover letter and resume, may be submitted to: County Coordinator's Office, 606 5<sup>th</sup> Ave SW, Room 131, Roseau, MN. Position is open until filled with first review on April 1, 2014.

**ROSEAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**









Building a Better World  
for All of Us®

February 21, 2014

RE: Roseau County, Minnesota  
Demolition Landfill Facility Permit  
Application Proposal  
SEH No. 127291 ROSCO

Mr. Jeff Pelowski  
Roseau County Solid Waste Administrator  
Roseau County Courthouse  
606 5<sup>th</sup> Avenue SW  
Roseau, Minnesota 56751-1477

Dear Jeff:

Short Elliott Hendrickson Inc.<sup>®</sup> (SEH) would like to thank you for this opportunity to submit a proposal to assist Roseau County in the preparation of a MPCA permit application for the demolition land disposal facility at the Salol Landfill site. Based on our recent discussions, the County is looking for assistance in the preparation of a monitoring well work plan and the required engineering documents in order to meet the MPCA application requirements for the demolition landfill's five year permit renewal.

Based on our review of the previous site plans and the current state demolition debris landfill rules, the attached scope of work, project cost estimate and schedule of the work outline the required documentation necessary to complete the permit application process. Based on the stipulated requirements under the existing permit, a work plan outlining the need for the installation of two monitoring wells downgradient of the demolition cell will need to be submitted to the MPCA as part of the new permit application. This proposal does not include any work tasks associated with the monitoring well installation or potential future requirements which may be required as part of the MPCA approval process. If this proposal is acceptable, please sign both copies and send a copy back for our files.

### **Scope of Work**

SEH will prepare a permit application for a demolition debris landfill under this agreement. We propose to use the current survey of the site (2013) and any past survey information which document the existing base grade excavations to determine the current fill volume and the potential remaining capacity. The application will bring the current engineering documents up to the present and make any revisions necessary to the existing landfill footprint. As required, SEH will prepare a work plan to identify the requirements for the installation of two downgradient monitoring wells at the demolition site. The application will be submitted to the Minnesota Pollution Control Agency (MPCA) for review and approval.

SEH will prepare permit application documents commensurate with Minnesota Rules 7035.2825 Demolition Debris Land Disposal Facilities and recent demolition landfill guidance as they apply to design, construction and operation of a land disposal facility. SEH will contact the MPCA staff to discuss design issues and review requirements specific to this project as necessary.

### **Task 1 - Collect Background Survey Data**

In order to complete the project, SEH will work with Roseau County to provide survey and drafting services to include preparation of a topographic base map and drafting for site development and closure plan sheets. The topographic base map will include an update survey of the fill areas using the existing site information collected from the previous survey completed during the last permit application submittal. SEH will review MPCA files to collect hydrogeologic background data on the site necessary to complete the Hydrogeologic Evaluation Work Plan.

### **Task 2 – Prepare Hydrogeologic Evaluation Work Plan**

In order to establish a monitoring system for the demolition facility, specific information must be collected regarding on-site soils, the water table, and groundwater quality. Minnesota Rules 7035.2825 Subpart 10 and the MPCA's Demolition Landfill Guidance outline the requirements of a hydrogeological evaluation including, but not limited to, the following:

1. Soil borings must meet requirements in Minnesota Rules 7035.2815, Subpart 3.
2. A minimum of three piezometers to establish ground water flow directions.
3. Based on piezometer data, install a maximum of two monitoring wells for the monitoring network (in concert with existing wells).
4. Conduct baseline sampling (three events) for an approved list of volatile organic compounds (VOCs) and inorganics as listed in Appendix A of the Demolition Landfill Guidance document.

This task will only address requirements for completion of the Hydrogeological Evaluation Work Plan. Installation of the two new piezometers (upstream piezometer or monitoring well is already established), baseline sampling and future monitoring requirements are not part of this scope of services.

SEH will prepare and submit a Work Plan to the MPCA for approval. The Work Plan will describe the available information on geology and hydrogeology including previous investigations. The Work Plan will also propose drilling methods, well locations and depths, well construction details, and a baseline monitoring schedule to meet regulatory requirements. It is assumed that a majority of the information is available in MPCA annual reports for the Salol Landfill site along with survey information and water level data which can to be incorporated into the Work Plan. The proposed depths and locations for the two downgradient wells will be justified to the MPCA by defining the site geology and hydrogeology including likely preferred ground water flow paths and velocities.

### **Task 3 – Prepare Engineering Documentation**

Permit application documents will consist of a report and associated plan sheets. The majority of this information has already been developed in previous permit applications. SEH will update the information for the new permit application to make it current with existing site conditions. The report documents will consist of an Engineering Design Plan, Facility Operations Plan,

Emergency Procedures Plan, Closure and Post-Closure Plans, a Contingency Action Plan and an Industrial Solid Waste Management Plan. The plan sheet drawings will include existing conditions, proposed sub grades, and final grades, construction details and cross sections. The engineering design report and any construction documents supporting closure and post-closure activities will be completed by SEH.

The Engineering Design Report will discuss the site soils, geology, and hydrogeology. Information for these discussions will come from any available local groundwater and hydrogeological maps. We have reviewed the latest site report developed under the MPCA Closed Landfill Program which contains recent hydrogeologic and engineering controls on the MSW cell portion of the Salol Landfill. The Engineering Design Report will also provide construction specifications and details for site preparation and phased construction development and define what will be discussed in construction certification reports required following each phase of construction.

SEH is assuming that we will not need to prepare an Industrial Solid Waste Management Plan (ISWMP) for the site. The plan will include a list of acceptable disposal materials to determine what material is considered to be demolition waste. The MPCA may require the County prepare an ISWMP in accordance with MPCA guidance for ISWMP preparation. The purpose of the plan is to present procedures for acceptance of industrial solid waste at the facility. The cost to prepare an ISWMP is not include in this work scope and would be considered beyond the scope of this proposal.

#### **Task 4 – Preparation of Engineering Plan Documents**

SEH will work with the County to prepare a set of drawings to provide instructions for constructing and closing the land disposal facility. SEH will work with county staff to provide all survey information at the site which may be necessary to collect any topographic data. The existing engineering plan set will be updated to reflect the construction modifications caused by operational changes over the past five years of the permit. The new plan set will identify the phased site development and closure design on sub-grade and final grade contour sheets. Construction details will be provided for the various phases of construction. Cross sections will be provided to demonstrate the elevations of site development and relation of construction to site geology and groundwater. All of the above tasks included are based on the current permit requirements for demolition landfills and discussions with MPCA staff.

#### **Project Costs**

The following cost estimate has been prepared based on the work plan tasks and document descriptions presented in the work scope. The project costs would include development of a five year permit application with site expansion for a demolition debris disposal facility based on the current MPCA Solid Waste Rules and our efforts with MPCA for approval.

Additional costs for monitoring well installation that would include monitoring well oversight and baseline sampling costs and a final hydrogeologic report are not included in the costs presented or in the task items listed above. Based on the scope of services in the proceeding section, the estimated expense of completing the work for this project is \$ 12,300. SEH will not invoice above this amount without written authorization of Roseau County.

SEH does not mark up subconsultant or expenses incurred during completion of any work on the project. Project expenses will be billed invoiced monthly and SEH will contact the Owner if any time during project completion, it appears that the maximum project amount may be exceeded.

Mr. Jeff Pelowski  
Mr. Jeff Pelowski  
February 21, 2014  
Page 4

**Project Schedule**

SEH has the staff available to begin the project immediately. We understand the MPCA submittal schedule for the project and will have a permit application submitted in July 2014. We look forward to working with you on this project. Please sign and date both copies of this letter agreement and return one signed copy to us. If you have questions, please contact me at 651.490.2144.

Sincerely,



Kirby Van Note, P.E.  
Project Manager

Accepted on this \_\_\_\_\_ day of \_\_\_\_\_, 2014

Roseau County

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

\_\_\_\_\_  
Title





ROSEAU COUNTY BOARD OF COMMISSIONERS NOTICE OF INTENT AND NOTICE  
OF PUBLIC HEARING RELATIVE TO THE ADOPTION OF AN ORDINANCE  
REGULATING SYNTHETIC DRUG ESTABLISHMENTS AND THE SALE OF  
SYNTHETIC DRUGS

PURPOSE: The Roseau County Board of Commissioners desires to protect the health, safety and welfare of all persons living in and visiting the County. Therefore, the Board of Commissioners intends to adopt an ordinance regulating the sale of synthetic drugs in Roseau County. This ordinance will assist the county to combat the rise in the sale and use of dangerous substances commonly known as synthetic drugs.

NOTICE IS HEREBY GIVEN that pursuant to Minnesota Statutes, Sections 13D.04 and 375.51, the Roseau County Board of Commissioners will hold a public hearing on \_\_\_\_, 2014 at \_\_\_\_ .m. in the County Board Room of the Courthouse, City of Roseau, 56751 and will consider the adoption of an ordinance regulating the sale, possession and use of synthetic drugs.

Interested persons are invited to attend the hearing to comment on the adoption of the ordinance.

A copy of the full text of the proposed ordinance is available for public inspection at the offices of the Roseau County Attorney and Roseau County Auditor during regular business hours or online at [www.co.roseau.mn.us](http://www.co.roseau.mn.us).

If you have questions, or for copies of the proposed ordinance, please contact the Roseau County Auditor's Office, 606 5<sup>th</sup> Avenue SW, Roseau, MN 56751, Phone (218) 463-1282, Fax (218) 463-4283.

Dated this \_\_ day of \_\_\_\_, 2014, at Roseau, MN 56751

**ROSEAU COUNTY ORDINANCE NO. 39**

**ROSEAU COUNTY ORDINANCE  
REGULATING SYNTHETIC DRUG ESTABLISHMENTS AND THE SALE OF  
SYNTHETIC DRUGS**

**THE COUNTY OF ROSEAU DOES ORDAIN:**

**Subdivision 1. Title**

The ordinance shall be known and cited as the Synthetic Drug Ordinance or Roseau County Ordinance No. 39.

**Subdivision 2. Intent**

It is the intent of the Roseau County Board of Commissioners to protect the health, safety and welfare of its citizens by regulating the sale of synthetic drugs as defined herein which, when consumed, mimic the effects of marijuana, narcotics and/or other controlled substances.

**Subdivision 3. Authority**

This ordinance is adopted by the County Board pursuant to the authority granted under Minnesota Statute § 145A and § 375.

1. The provisions of this ordinance shall be considered minimum requirements and shall be liberally construed in favor of the County and shall not be deemed a limitation or repeal of any other powers granted by state statutes.
2. This ordinance is not intended to repeal, abrogate or impair any other existing county ordinance, however, where this ordinance imposes greater restrictions; the provisions of this ordinance shall prevail.

**Subdivision 4. Jurisdiction**

1. This ordinance shall apply to all incorporated and unincorporated municipalities and land (city or township) within the boundaries of Roseau County.
2. Where a municipality has lawfully passed an ordinance to regulate and enforce the establishment or sale of synthetic drugs that is more restrictive than this ordinance, the County shall coordinate regulation and enforcement with that municipality. **OR**

3. The jurisdiction of this ordinance shall include all lands of the County except for any incorporated municipalities.

### **Subdivision 5. Definitions**

For the purposes of this Ordinance, the following words and phrases shall have the meaning hereinafter ascribed to them:

1. Synthetic Drug – The term synthetic drug means one or more of the following:
  - a. A substance that a reasonable person would believe is a synthetic drug;
  - b. A substance that a reasonable person would believe is being purchased or sold as a synthetic drug; or
  - c. A substance that a person knows or should have known was intended to be consumed by injection, inhalation ingestion or any other immediate means, and consumption was intended to cause or simulate a stimulant, depressant, or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance on Schedule 1. Synthetic drug does not mean food and drug ingredients, alcohol, legend drugs, tobacco or dietary supplements;
2. Synthetic Drug Establishment – Synthetic drug establishment means any business establishment where any person engages in the sale of synthetic drugs.

### **Subdivision 6. License Required**

No person shall engage in the business of operating a synthetic drug establishment either exclusively or in connection with any other business enterprise without first obtaining a license for each synthetic drug establishment.

### **Subdivision 7. Application for License**

1. Application for a synthetic drug establishment license shall be made to the Auditor on forms supplied by Roseau County containing the following information:
  - a. A description of the business;
  - b. A description of the location of the premises to be licensed;

- c. The full names and addresses of the property owner, business owner, lessee and manager, operator and the date of birth of each;
  - d. If applicant is a partnership, the names and residence addresses of each of the partners including limited partners, and the address of the partnership itself, if different from the address of the synthetic drug establishment; and
  - e. Whether any of the aforementioned individuals have ever been convicted of any crime or offense other than a traffic offense, and if so, a description of the offense as to time, place, date and disposition.
2. The annual license fee shall be \$600. A separate license shall be obtained for each place of business. The licensee shall display the license in a prominent place on the licensed premises at all times. A license, unless revoked, shall be effective January 1<sup>st</sup> through December 31<sup>st</sup> annually.

#### **Subdivision 8. Issuance**

1. No license under this Ordinance shall be issued unless it is approved by the Auditor upon advice from the Roseau County Sheriff's Department and the Roseau County Attorney's Office and unless the establishment has passed fire and health inspections. The Auditor shall not approve any license if he or she has reasonable grounds to believe:
  - a. That the granting of said license would result in violations of the law;
  - b. That the license application contains false and misleading statements; or
  - c. That other good cause exists for denying the license;
2. If the auditor finds that he or she does not have adequate information to evaluate the license application, they may direct the applicant, manager or agent to appear at any reasonable time and place to give under oath information concerning the application. No license shall be granted to any applicant who refuses to appear and cooperate with the investigation.

#### **Subdivision 9. Suspension and revocation of license**

The Auditor may revoke or suspend any license issued pursuant to this Ordinance, if, after giving the licensee an opportunity to be heard on the matter, such officer finds:

1. The licensee has violated a provision of this Ordinance or any other law relating to the conduct of its operation including, but not limited to state, federal or local laws; or
2. The licensee secured the license through misrepresentation or fraud or misstated any material fact in the application; or

3. Failure of the licensee to cooperate with a licensed peace officer, fire or health officers in any investigation relating to their operations or failure to admit police officers into the establishment at any time when people are present in the establishment; or
4. The establishment is operated in such a way as to endanger public health or safety; or
5. The establishment is operated in such a way as to constitute a public nuisance as defined in Minnesota Statutes § 609.74 or successor statute.

### **Subdivision 10. Appeals**

Any person aggrieved by a licensing decision of the Roseau County Auditor under this Ordinance may appeal such decision to the County Board by filing a written notice of appeal with the Auditor within 15 days after such decision is rendered. The decision of the County Board is the final administrative decision of the County.

### **Subdivision 11. Prohibited Acts**

No synthetic drug establishment or its owner(s), operator(s), manager(s), employee(s) or agent(s) shall:

1. Remain open between 8:00 p.m. and 8:00 a.m. on any day;
2. Sell synthetic drug products that do not include the name, phone number and address of the manufacturer, packer and distributor of the product;
3. Sell synthetic drug products that do not identify all commodities within the package, including organic and non-organic, chemically synthesized substances and compounds;
4. Sell any synthetic drug products to any individual under the age of 21;
5. Sell synthetic drug products that do not comply with all state and federal laws and regulations, including those related to packaging, labeling and weights and measures; and
6. Be located within 500 feet of any park, school, day care facility or area zoned residential or mixed-use neighborhood. This restriction shall not apply to a synthetic drug establishment that was conducting business at the location indicated in the application and making sales of synthetic drugs at that location on or before \_\_\_\_, 2014.

### **Subdivision 12. Enforcement and Penalties**

1. This ordinance may be enforced by any peace officer.
2. Any person who violates, neglects or refuses to comply with the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than \$1,000, imprisonment for a term not to exceed 90 days, or any combination thereof.
3. Regarding violations of this ordinance that are continuous with respect to time, each day that the violation continues is a separate offense. As to other violations, each act constitutes a separate offense.
4. This ordinance, in addition to other remedies, may be enforced by injunction, action or compel performance or other appropriate action in District Court to prevent, restrain, correct or abate violations.

### **Subdivision 13. Other Applicable laws**

This ordinance is intended to complement state and federal laws regulating synthetic drugs.

### **Subdivision 14. Severability**

If any section, subsection, sentence, clause, phrase, word or other portion of this ordinance is for any reason held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this law, which remaining portions shall continue in full force and effect.

### **Subdivision 15. Filing of Ordinance**

In accordance with the provisions of Minnesota Statute § 375.51, governing enactment of ordinances, the title and a summary of this ordinance shall be published in the official newspaper of the County at least once. Additionally, a printed copy of the entire ordinance shall be filed with the Roseau County Auditor and made available for inspection and use by any person during regular office hours at the office of the Roseau County Auditor.

**Subdivision 16. Effective Date**

This ordinance shall be in full force and effect upon adoption pursuant to Minnesota law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2014.

ROSEAU COUNTY BOARD OF COMMISSIONERS

By \_\_\_\_\_  
Glenda Phillipe, Chariman  
Roseau County Board of Commissioners

ATTEST:

By \_\_\_\_\_  
Jeff Pelowski  
Roseau County Coordinator







## Employment Opportunity

### **Position: Deputy Auditor--Payroll/Elections Administrator**

Roseau County is accepting applications for a full time, 40 hours per week, Deputy Auditor Payroll/Elections Administrator. This is a Grade 5 benefited position with a starting wage of \$17.30 per hour, commensurate with experience.

Under the general supervision of the County Auditor essential duties of this position include payroll administration and election administration, as well as governmental accounting, and other duties as assigned. This position requires attention to detail, excellent organizational, time management and communication skills and the ability to multi-task. Candidates must be competent in word processing and spreadsheet software applications.

Minimum qualifications include a two-year accounting or administrative assistant degree and/or at least four years of experience in a related field. Experience with payroll and/or elections preferred but not required.

Applications may be obtained from the County Coordinator's Office by email at [annmarie.miller@co.roseau.mn.us](mailto:annmarie.miller@co.roseau.mn.us); from the Roseau County web site at <http://www.co.roseau.mn.us> or by calling 218-463-4248. Completed applications, along with cover letter and resume, may be submitted to: County Coordinator's Office, 606 5<sup>th</sup> Ave SW, Room 131, Roseau, MN. The closing date is March 28, 2014.

**ROSEAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**





**Roseau County Board**

**March 2014**

**Glenda A. Phillipe**

**District One**

**February 25 – MRCC – St. Paul**

**February 26 – AMC – St. Paul**

**February 27 – AMC – St. Paul**

**March 4 – COW – Roseau**

**March 5 – Operations – Roseau**

**March 11 – County Board – Roseau**

## JACK SWANSON COMMITTEE REPORTS

**FEBRUARY 24, 2014 - BUILDING COMMITTEE;** recommended construction of a garage to house Social Services Department vehicles

**FEBRUARY 25, 2014 - MINNESOTA RURAL COUNTIES CAUCUS (ST PAUL);** presented on Roseau's legislative request for flexibility in TIF Housing requirements

**FEBRUARY 26, 2014 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (ST PAUL);** met w/ members of Joint Powers Natural Resources board on wetland and state land holding issues

**FEBRUARY 26, 2014 - ASSOCIATION OF MINNESOTA COUNTIES LEGISLATIVE CONFERENCE (ST PAUL)**

**FEBRUARY 27, 2014 - ASSOCIATION OF MINNESOTA COUNTIES LEGISLATIVE CONFERENCE (ST PAUL)**

**FEBRUARY 28, 2014 - "EPIC";** met w/ coalition seeking grant funding for youth drug and alcohol intervention

**MARCH 3, 2014 - ROSEAU CITY COUNCIL;** heard that two developers will purchase 13 lots in Oak Crest West subdivision to build homes

**MARCH 4, 2014 - COMMITTEE OF THE WHOLE**

**MARCH 5, 2014 - COMMUNITY JUSTICE COORDINATING COMMITTEE**

**MARCH 5, 2014 - OPERATIONS COMMITTEE**

**MARCH 6, 2014 - LAW LIBRARY COMMITTEE**