
April 8, 2014

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on April 8, 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 Delegations/Board Appointments/Public Comments*

9:15 Consent Agenda

1. March 25, 2014 Board Proceedings

9:20 Department Reports

1. Information Technology
 - a. City/County IT Collaboration
2. Sheriff's Department
 - a. Roger's Two-Way Radio
 - b. Squad Car Purchase

10:00 BREAK

10:15 County Board Items

1. AMC Leadership Training
2. Assessor Interview Committee
3. Veteran's Service Officer Interview Committee
4. Commissioner Committee Reports

11:00 Unfinished Business

11:00 Adjourn

***Limited to five minutes**

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

March 25, 2014

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

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

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

APPROVAL OF AGENDA

Approval of the Roseau County Trailblazers 3rd Benchmark and Grant-in-Aid Trail Permit were added to Board Appointments. A discussion on Con Con drainage assessments and a discussion on Unorganized Township projects were 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 Phillipe recognized Commissioner Foldesi's donation of \$2,500.00 to the Roseau County Historical Society; Commissioner Swanson notified the Board of a Public Hearing (to be held May 5th, at the Roseau City Center) with regard to TIF Boundaries associated with the construction of a 40-unit apartment complex; Commissioner Swanson referenced the "AMC Update" which indicates that Roseau County has the 17th lowest levy in the State; and, Commissioner Swanson shared an AMC publication entitled "Why Minnesota Counties Matter!"

APPROVAL OF BILLS

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

Warrants Approved For Payment 3/13/2014

Vendor Name	Amount
B & B PLUMBING & HEATING INC	4,790.61
ROSEAU CITY	9,596.32
4 Payments less than 2,000.00	1,078.88
Final Total:	15,465.81

Warrants Approved For Payment 3/20/2014

Vendor Name	Amount
CENTURYLINK	2,754.37
11 Payments less than 2,000.00	6,023.39
Final Total:	8,777.76

Warrants Approved On 3/25/2014 For Payment 3/28/2014

Vendor Name	Amount
AMERICAN SOLUTIONS FOR BUSINESS	3,100.00
AVIANDS LLC	7,376.04
MARCO INC	45,327.37

NORTHERN RESOURCES COOPERATIVE	5,060.14
ROSEAU CO HWY DEPT	11,905.22
SJOBORG'S INC	2,435.25
UND FORENSIC PATHOLOGHY	4,000.00
WARROAD CITY	4,420.00
50 Payments less than 2,000.00	24,594.92
Final Total:	108,218.94

In addition, a forthwith payment to Larry Emery, in the amount of \$1,120.00 for beaver removal on the Ditch 69 system, was also approved.

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Janine Lovold and Scott Johnson of the Roseau County Soil and Water Conservation District met with the Board to discuss supporting a "One Watershed One Plan" Pilot Program which was designed in an effort to align local water planning on major watershed boundaries with State strategies toward targeted and measurable implementation plans. A motion to provide a letter of support for the "One Watershed One Plan" Pilot Program was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously.

Buck Bue of the Roseau County Trailblazers met with the Board to request approval of the MN DNR Grant-in-Aid Trail Permit. Commissioners requested an update on trail conditions. Mr. Bue informed the Board that trails were groomed at least once a week on sections of trail that were highly traveled. In addition, Bue noted that the signage issue was corrected and a dilapidated shelter will be replaced by a structure being built by Badger School students. Commissioners Falk and Foldesi noted that since the last Trails Committee meeting there have been no additional complaints. A motion to approve the MN Department of Natural Resources Grant-in-Aid Trail Permit, effective 4/1/13 – 3/31/18, was made by Commissioner Swanson, seconded by Commissioner Miller and carried unanimously.

In addition, Mr. Bue requested approval of the Trailblazers 3rd Benchmark that he had previously requested from the County. A motion to approve the Certification of Satisfactory Grooming, Third Benchmark, in the amount of \$28,490.20, was made by Commissioner Swanson, seconded by Commissioner Foldesi and carried unanimously.

Public Comment

Mr. Jim Jenson referenced a MnDOT gravel sample testing report that he had previously requested from the County. Mr. Jenson noted the samples referenced in this report were taken from a pit located three miles east of Badger, and that five of the six samples taken had failed. Mr. Jenson expressed his frustration with the cost of producing poor gravel.

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Falk, seconded by Commissioner Foldesi and carried unanimously. The Board, by adoption of its Consent Agenda, approved the March 11, 2014 Board Proceedings; approved the March 18, 2014 Special Board Meeting Proceedings; approved a correction to the February 25, 2014 Board Proceedings; approved the IT Administrator step increase; and, approved the re-appointment of Matt Ulwelling as a member of the Roseau County Extension Committee effective 2014-2016.

COMMITTEE REPORTS

Credit Card Committee

Treasurer Diane Gregerson, on behalf of the Credit Card Committee, updated the Board on the progress of implementing an electronic payment system in Roseau County. Ms. Gregerson stated that in order to begin accepting e-payments, a third party vendor contract must be approved and that it is the recommendation of the Credit Card Committee that the Board approve a three-year contract with Point & Pay, LLC. A motion to approve a three-year E-Services Agreement with Point and Pay, LLC, was made by Commissioner Falk, seconded by Commissioner Swanson and carried unanimously.

DEPARTMENT REPORTS

Highway Department

The Board requested Engineer Ketring explain the process used to develop stockpiles of gravel. Mr. Ketring explained that Highway personnel begin with MnDOT specifications and then create piles to meet gravel needs throughout the County. Ketring added that piles are tested in order to make adjustments in clay, sand or rock content depending on the gradation needed for road surfaces.

COUNTY BOARD ITEMS

Con Con Assessment Discussion

Commissioner Miller updated the Board on the progress of recovering past due PILT payments for Con Con land and explained that there is a discrepancy between what Roseau County believes is owed and what the Department of Lands and Minerals believe they owe the County. Commissioner Miller requested Auditor Monsrud coordinate with the Department of Lands and Minerals to determine the proper assessments.

Unorganized Townships

Commissioners discussed the procedure for implementing projects in Unorganized Townships. After discussion, it was reaffirmed that it should be the responsibility of the Commissioner, who has a project in an Unorganized Township located within their district, to manage that project along with the County Engineer who will give final approval on road and ditch issues.

Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Transportation Day at the Capital, 3/13/14; Extension Committee, 3/17/14; Pipeline Safety Meeting, 3/17/14; Roseau County Special Board Meeting, 3/18/14; Social Services Board, 3/18/14; Highway Committee, 3/18/14.

Commissioner Foldesi reported on the following committee(s): Roseau County Special Board Meeting, 3/18/14; Social Services Board, 3/18/14; Highway Committee, 3/18/14.

Commissioner Miller reported on the following committee(s): Township Meeting, 3/11/14; FEMA Meeting, 3/12/14; Minnesota Rural Counties Caucus, 3/17/14; Roseau County Special Board Meeting, 3/18/14; Social Services Board, 3/18/14; Highway Committee, 3/18/14; Roseau River Watershed Board, 3/19/14; FEMA Conference Call, 3/20/14; Joint Powers Natural Resource Board, 3/24/14.

Commissioner Phillipe reported on the following committee(s): Roseau County Special Board Meeting, 3/18/14; Social Services Board, 3/18/14; Highway Committee, 3/18/14; Lake Township Special Meeting, 3/18/14; Lake Township Board, 3/19/14.

Commissioner Swanson reported on the following committee(s): Credit Card Committee, 3/10/14; Roseau Community Education Committee, 3/12/14; Roseau Convention & Visitors Bureau, 3/12/14; Statewide Emergency Communications Board Finance Committee, 3/13/14; Housing Summit, 3/13/14; Association of Minnesota Counties Executive Committee, 3/14/14; Technology Committee, 3/17/14; Roseau County Extension Committee, 3/17/14; Roseau County Special Board Meeting, 3/18/14; Social Services Board, 3/18/14; Highway Committee, 3/18/14; NW Multi-County Housing & Redevelopment Authority, 3/19/14; Association of Minnesota Counties Executive Committee, 3/21/14; Association of Minnesota Counties Board of Directors, 3/21/14; "Big Four" Executive Committee Meeting, 3/24/14.

Upon motion carried, the Board adjourned the regular meeting at 11:50 a.m. The next Regular Meeting of the Board is scheduled for April 8, 2014 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Glenda Phillipe, Chair
Board of County Commissioners
Roseau County, Minnesota

DRAFT

Maintenance Agreement Roseau County Sheriff's Department

The following contract defines the radio maintenance agreement made between:
Roger's Two Way Radio and Roseau County Sheriff's Department,

this _____ day of _____, 2014.

1. Services

Roger's Two Way Radio agrees to perform the following services on the equipment listed in Appendix A attached hereto, made part hereof, and generally referred to as radio infrastructure:

- a. Roger's Two Way Radio, being an authorized service shop, agrees to provide complete maintenance and service on the equipment listed in Appendix A. Emergency service is included for infrastructure.
 1. "Service" is defined as repair or replacement of equipment at Roger's Two Way Radio's discretion to restore the equipment to original manufacturer specifications.
 2. Should portable or mobile radios be added to this contract, they will be delivered to Roger's Two Way Radio's shop for service and will be fixed when possible. Stationary equipment will be repaired at its usual location, or temporary equipment will be installed during repair.
 3. The term "emergency service" is defined as: same day service if at all possible for critical radio infrastructure with a response to any call within 48 hours. Calls after working hours and on weekends is also deemed as emergency service. An emergency pager number will be provided for emergency service. Emergency service on equipment not covered in Appendix A will be charged an emergency service rate.
- b. This agreement will encompass equipment (listed in Appendix A) and service work to include parts and labor except where otherwise noted. Equipment will be inspected, adjusted, and maintained as often as deemed necessary by Roger's Two Way Radio to keep the equipment operational. This agreement will include mileage and travel time when servicing equipment listed in Appendix A.
- c. Provisions of this contract will include a complete technical maintenance inspection once a year of covered equipment.
- d. Future equipment additions will be treated on a monthly pro-rated basis, billed to the remainder of the year. These additions will become part of the contract. Deletions will be removed from this contract on the same pro-rated basis per customer request.
- e. All maintenance work will be performed on fixed equipment at its normal location.

2. Price

The above stated terms and provisions of the service agreement shall be provided for a monthly rate of \$358.00 (see Appendix for rates per unit), for a period of one (1) year. At the beginning of each renewal period (reference section 5), the price of the maintenance contract will increase by the accumulated percentage change in the current Consumer Price Index published by the United States Department of Labor, U.S. City Average, All items and major group figures for all urban consumers (CPI-U) (d1982-84-100).

- a. The customer agrees to carry property insurance on the covered radio equipment.
- b. Roger's Two Way Radio agrees to carry a minimum of \$100,000.00 of property damage and liability insurance.

3. Terms

Payments shall be due on the first of every month for the following month's coverage with net 30 terms.

4. Services Excluded

- a. Repair or replacement of batteries, programming of radios, base/repeater antenna work, tower work, feed line repair, telephone line repair, and removals and installations. Any work of this nature will be billed on a time and materials basis.
- b. Repair of units listed in Appendix A that are a result of damage from flood, fire, lightning, rain, wind, accidents, harsh physical abuse, or any act of God.

5. Length of Contract

The period of this contract shall be one (1) year from the commencement date, and shall automatically renew on an annual basis each and every year thereafter on the same terms and conditions as set forth herein unless terminated as hereinafter provided.

6. Termination

This contract may be terminated by either party with written notice to the other party at least 60 days prior to the renewal date, with or without cause.

I state that I have read and agree to the terms of this radio maintenance agreement.

Troy Paskvan, GM
Roger's Two Way Radio

Date

Roseau County Sheriff's Department, Sheriff
Steve Gust

Date

Appendix A

<u>Serial Number</u>	<u>Description</u>	<u>Price</u>
171878	Operator Position	\$110.00/month
171878	Operator Position	\$110.00/month
1520075	MIII Control Base	\$17.00/month
155325	MIII Control Base	\$17.00/month
154355	MIII Control Base	\$17.00/month
155700	MIII Control Base	\$17.00/month
A9C00291	TK-5910 Control Base	\$17.00/month
W1	Control Base RPTR	\$17.00/month
GB16725	Control Base RPTR	\$17.00/month
TBD	Paging Voter	\$19.00/month

Total Equipment: \$358.00/month

THE ASSOCIATION OF MINNESOTA COUNTIES PRESENTS
Regional Leadership Training Series 2014
GRAND RAPIDS - MAY 19 * ALEXANDRIA - MAY 21 * MANKATO - MAY 22

MAXIMIZE YOUR INFLUENCE

Through Credibility, Feedback, and Connecting to Multiple Generations.

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CREATE
COMMUNICATE
DRIVE CHANGE

AMC
ASSOCIATION of MINNESOTA COUNTIES
Proudly Serving Minnesota's 87 Counties Since 1980.

AMC proudly presents this exciting one-day [leadership development training](#) opportunity for county officials, department heads and key staff.

For your convenience, we're offering this identical program in three regional locations (Grand Rapids, Alexandria, and Mankato) in order to reach more participants with this important training.

- [About the Training](#)
- [About the Presenters](#)
- [Training Agenda](#)
- [Lodging & Registration](#)

As an extra incentive to register a group from your county, we're offering a special on group registrations:

Register FIVE attendees from your county and the fifth registration is FREE!

About the Training:

[Carol Grannis](#) and [Cindy Maher](#), co-founders Leading Edge Coaching & Development, will lead attendees through an [agenda](#) that focuses on teaching attendees how to "MAXIMIZE YOUR INFLUENCE" with sections on:

- [Building Awareness of How You Come Across](#)
- [Credibility and Five Rules](#)
- [Being Present and Listening](#)
- [Assertiveness and Organizational "Buzz"](#)
- [Connecting With Multiple Generations](#)
- [Giving and Receiving Feedback](#)

Grannis and Maher were the keynote presenters at AMC's 2014 Leadership Development Academy, and were so well-received that attendees suggested to staff that AMC contract for regional leadership training sessions so that all AMC members would have access to this excellent training experience.

About the Presenters:

Carol Grannis and Cindy Maher

Co-Founders, Leading Edge Coaching and Development

When [Leading Edge Coaching and Development](#) began in 2003, the mission was to help organizations improve the resonance in their culture, reach their business goals, increase their bottom-line, and strengthen internal relationships.

With over 20 years in leadership development and HR strategies, **Carol Grannis** has worked with clients from a rich variety of industries from pharma and financial services to advertising and healthcare. A former HR executive, she has held senior HR positions at ING Financial Services, Protocare Research and the Chicago Center for Clinical Research.

Prior to Leading Edge, **Cindy Maher** led leadership development efforts at ING North America and also held a number of senior HR positions at Aetna (including talent management for the top 200 and succession planning). Cindy is the master training designer for Leading Edge, developing programs that incorporate their unique blend of leadership best practices, improvisational comedy, dynamic discussion, and skill practice.



JACK SWANSON COMMITTEE REPORTS

MARCH 25, 2014 - WELLNESS COMMITTEE; will offer a scaled-down version of the employee health fair this fall

MARCH 26, 2014 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY; discussed potential business growth in the city

MARCH 27, 2014 - ASSOCIATION OF MINNESOTA COUNTIES FUTURES TASK FORCE (ST PAUL); presentation from Jim Nobles with the Legislative Audit Office

MARCH 28, 2014 - A.M.C. FUTURES TASK FORCE (ST PAUL); presentation from Trish Klein (Itasca County) on employee development

APRIL 1, 2014 - ROSEAU SCHOOL FORUM ON PARENTING; Swanson served as moderator, panelists included Nathan Adams (Minn BCA) and Lifecare Medical Center mental health professionals

APRIL 2, 2014 - COMMUNITY JUSTICE COORDINATING COMMITTEE

APRIL 4, 2014 - ASSOCIATION OF MINNESOTA COUNTIES EXECUTIVE COMMITTEE (ST PAUL)

APRIL 7, 2014 - ROSEAU CITY COUNCIL