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**May 27, 2014**

**REGULAR BOARD MEETING AGENDA**

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

1. Northwest Private Industry Council – Amanda Grzadzielewski
2. Roseau County Trailblazers – Buck Bue

**9:45 Consent Agenda**

1. May 13, 2014 Board Proceedings
2. Eligibility Worker Hire
3. Absentee Ballot Board Resolution
4. Heavy Equipment Operator Advertisement for Hire
5. Clay Purchase Contract

**9:50 Department Reports**

Highway Department

1. Seal Coat Bids

**10:00 BREAK**

**10:15 County Board Items**

1. Commissioner Committee Reports

**11:30 Unfinished Business**

**11:30 Adjourn**

**\*Limited to five minutes**



## **JOINT POWERS AGREEMENT NORTHWEST WORKFORCE SERVICE AREA**

**THIS AGREEMENT**, made and entered into the first day of July 2014 by and between the Board of Commissioners of the following Counties of the State of Minnesota: Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau (hereinafter referred to as participating county boards) as follows:

**WHEREAS:** The Workforce Investment Act of 1998 (Public Law 105-22, Dated August 7, 1998) provides workforce investment activities through statewide and local workforce investment systems, workforce investment activities that increase participant's employment, retention, earnings, and occupational skill attainment and result in improved Workforce quality, reduced welfare dependency and enhanced productivity and competitiveness, and;

**WHEREAS,** the Workforce Investment Act legislation require that local elected officials participate in the major decision making roles, and

**WHEREAS,** The Northwest Regional Development Commission was created to facilitate intergovernmental cooperation and to insure orderly and harmonious coordination of state, federal, and local comprehensive planning and development programs, and

**WHEREAS,** the Northwest Regional Development Commission's Board of Directors is an existing representative body of local elected officials.

**NOW THEREFORE,** in consideration of the covenants and mutual agreements contained herein, and pursuant to the foregoing, the participating counties hereby designate the members of the Northwest Regional Development Commissions' Board of Directors as the Local Elected Officials for the Northwest Workforce Service Area with the specific duties as follows:

I. Operating Procedures and Policies

The Northwest Private Industry Council/Workforce Investment Board will operate as the Administrative Entity and Grant Recipient for the program and will also be responsible for the allocation of funds and client participation management.

The Procedures and Policies shall be according to the Northwest Private Industry Council/Workforce Investment Board Policy Manual.

II. Powers

The Local Elected Officials shall possess all powers and duties established by the Workforce Investment Act legislation.

III. Composition of the Northwest Private Industry Council/Workforce Investment Board shall be established according to Section 117 (b) (2) of the Workforce Investment Act of 1998.

## A. Membership Structure

The Northwest Private Industry Council/Workforce Investment Board shall consist of 18 members. There will be ten representatives from the private sector with one representative serving each of the seven counties and with three representatives serving the Workforce Service Area at large. There will be two members on the Workforce Investment Board representing organized labor and one member representing each of the following groups: Community Based Organizations, Economic Development, Education, Public Employment Services, Rehabilitation Agencies and Social Services.

## B. Appointment Process

The appointment process shall involve four steps:

1. Solicitation of nominations
2. Review of nominations
3. Appointment
4. Certification

Each step is described as follows:

### **Solicitation of Nominations**

- a. The Local Elected Officials in concert with the Workforce Investment Board will solicit nominations from representative local and regional groups and organizations representing private and public sector employers, community based organizations, economic development organizations, education, organized labor, public employment services, rehabilitation agencies and social services.
- b. Private Sector nomination should equal at least 150% of the total private sector appointments whenever possible.

### **Review of Nominations**

- a. All nominations will be submitted to the County Board of the County of Residence for review.
- b. Each County will review their respective nominations and forward either comments or recommendations depending on the category of review of the nomination. There are two categories of review.

- (i) Comments – The County Board will make any appropriate comments on the nomination in terms of the person’s ability to represent the category of the nomination.
- (ii) Recommendations – Each County Board will recommend one of the private sector persons from the County to fill one of the seven Geographic Based slots.

### **Appointments**

The final appointments will be made by the Local Elected Officials Board using the following process:

- a. The specific persons recommended by the County Boards to fill the seven private sector geographic slots.
- b. The remaining appointments will be made with consideration given to comments by the counties and information provided on the nominations form.
- c. Lack of Agreement – If after a reasonable effort, the Local Elected Officials are unable to reach agreement, the Governor may appoint the members of the local board from individuals so nominated or recommended.

### **Certification**

The Governor and his staff will review the membership structure, the nominations process, and the final appointments prior to official certification as required by the Workforce Investment Act. Once certified, the Northwest Private Industry Council/Workforce Investment Board will meet and proceed according to the requirements of the Act.

- IV. Relationship of the Northwest Private Industry Council/Workforce Investment Board and the Local Elected Officials will be as follows:
  - A. The Local Elected Officials shall have all the responsibilities of decision making as required by the WIA law.
  - B. Any disagreements will be resolved through negotiations between the Northwest Private Industry Council/Workforce Investment Board and the Local Elected Officials.
  - C. In the event that no agreement can be reached, the Workforce Partnership Division of the Minnesota Department of Employment and Economic Development and the Governor will be notified and asked for assistance.

D. Final resolutions of disagreements will be made according to the provisions of the law as determined by the Governor.

V. Amendment

This agreement may be amended only by the agreement of all participating counties by resolution of their County Boards of commissioners. Notice of any proposed amendment must be provided to all participating County Boards of commissioners at least thirty (30) days prior to the effective date of the proposed agreement.

VI. Termination and Withdrawal

The participating County Boards may terminate and withdraw from this Agreement only on notice of an intention to terminate delivered to other participating County Boards, the Local Elected Officials and the Commissioner of the Minnesota Department of Employment and Economic Development not less than thirty (30) days before the effective date of termination and withdrawal. If funding for this project terminates prematurely, this contract shall be null and void sixty (60) days after the effective date of said termination.

VII. Sunset and Renewal

This Agreement will terminate on June 30, 2016 and must be renewed by resolution of the participating County Boards.

VIII. Disposal of Surplus Funds or Property Upon Termination

Upon termination of the Agreement, unexpended funds shall be disposed of in accordance with law.

IX. Financial Obligations

There will be no financial obligation of any unit of government.

X. Effective Date

The effective date of the Agreement shall be July 1, 2014.

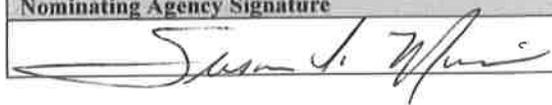
**IN WITNESS WHEREOF**, the participating County Boards, by resolution, have caused this Agreement to be executed by their respective Officers.

County of: **Roseau**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, County Board

And: \_\_\_\_\_  
County Auditor or Executive Secretary

**NORTHWEST PRIVATE INDUSTRY COUNCIL  
BOARD MEMBER APPLICATION**

<b>Name</b>		<b>Job Title</b>	
ROBERT E. EVANS III (Ed)		VP, HR	
<b>Applicant Address</b>		<b>City</b>	<b>State</b> <b>Zip Code</b>
PO Box 100		WARREN	MINN 56763
<b>County</b>	<b>Home Phone</b>	<b>Alternate Phone</b>	<b>Email Address</b>
ROSEAU	218 386 2000	218 242 3278	bobevans@warwin.com
<b>Name of Employer/Nominating Agency</b>			<b>Work Phone</b>
MARVIN WINDOWS AND DOORS			218 386 4298
<b>Please describe the Business, Employing Agency or Group you are representing:</b>			
<p>MARVIN is a private industry, family owned manufacturer of windows and doors in multiple locations. Largest employer in Roseau County and one of largest, if not the largest, in NW MN.</p>			
<b>What skills, training, and/or experience do you possess that would make you a good candidate for WIB membership? (Optional - You may attach a 1-2 page resume if you feel it may aid in the selection process)</b>			
<p>Multiple year membership on WIB = over 30 yrs experienced in work force development = executive roles in multiple industries.</p>			
<b>What are your reasons for wanting to serve on the WIB?</b>			
<p>Strong desire to help our communities and employed be successful. Focus on helping individuals find meaningful employment with the right skills and knowledge to improve their lives.</p>			
<b>Applicant Signature</b>			<b>Date</b>
			5/12/14
<b>Nominating Agency Signature</b>			<b>Date</b>
			5/14/14

**The Northwest Private Industry Council is recruiting individuals to represent various categories. Applications will continue to be accepted for future vacancies as well. Please indicate below the category or categories you can represent on the WIB.**

**Private Sector**



**Business, defined as for-profit**

Check all that apply

- Large Business (500 employees or more)
- Minority Business (A business operated by a person or persons from a racial minority group.)
- Small Business (Under 500 employees)

- Business owner, chief executive or operating officer, and other executive or employer with optimum policymaking or hiring authority
- Represent business with employment opportunities that reflect the local area
- Are appointed from among individuals nominated by local business organizations and business trade associations.

**Public Sector**



**Community-Based Organization, defined as non-profit organizations**

- Representative of communities or significant segments of communities providing job training
- Organization serving non-reservation Indian and tribal government
- Agency serving youth
- Agency representing veterans
- Agency serving displaced homemakers
- Agency representing individuals with disabilities
- Other: \_\_\_\_\_



**Economic Development Agency**

- Local planning and zoning commissions or boards
- Community development agencies
- Local agencies and institutions responsible for regulating, promoting, or assisting in local economic development



**Education**

- Local educational agency
- Private and proprietary schools
- Vocational education institution
- Institutions of higher education
- General organizations of such agencies or institutions



**Organized Labor**

- Recognized by State and local labor organizations or building trade councils



**One-Stop Workforce Center Partners, defined as the partners that carry out the following activities/programs**

(please check those that apply):

- |                                                                                                                            |                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Adult, Dislocated Worker, Youth, Job Corps, Native American and Veteran's Workforce (WIA Title I) | <input type="checkbox"/> Local Veterans' Employment Representatives and Disabled Veterans Outreach (Title 38, U.S.C.) |
| <input type="checkbox"/> Wagner-Peyser Act                                                                                 | <input type="checkbox"/> Adult Education and Literacy (WIA Title II)                                                  |
| <input type="checkbox"/> Trade Adjustment Assistance (TAA) and NAFTA TAA (Trade Act of 1974 Title II)                      | <input type="checkbox"/> State Unemployment Compensation Laws (in accordance with applicable Federal Laws)            |
| <input type="checkbox"/> Vocational Rehabilitation (Rehabilitation Act Title I)                                            | <input type="checkbox"/> Community Services Block Grant                                                               |
| <input type="checkbox"/> Welfare-to-Work Programs (Social Security Act)                                                    | <input type="checkbox"/> Department of Housing and Urban Development                                                  |
| <input type="checkbox"/> Senior Community Service Employment (Title V of the Older Americans Act)                          |                                                                                                                       |

**Please Return To:**  
**Northwest Private Industry Council**  
**220 Pennington Avenue, South, Suite B**  
**Thief River Falls, MN 56701**  
**Phone: (218) 683-5460 Fax: (218) 683-5461**

County Board Approval Signature: \_\_\_\_\_

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



## MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING APPLICATION

Trail/Area Name /Type of Trail (PRINT or TYPE) <b>Roseau County Trail System &amp; BISF Section 1</b>		Date <b>4/22/2014</b>	
Trail Administrator (PRINT or TYPE) <b>Myles Hogenson</b>		Trail Administrator Signature <i>Myles Hogenson</i>	
Address (No. & Street, RFD, Box No., City, State, Zip Code) <b>68224 Co Rd 140, Roosevelt, Mn - 56673</b>		Home Phone Number <b>218-689-6889</b>	Work Phone Number <b>218-442-6841</b>
GPS Verified Miles of Trail: <b>341.32</b>			Date of Meeting Attended: <b>4/27/2014</b>
Department Use Only			
Verified Miles:	Mileage Rate:	Amount:	Recommended: \$ _____

### SPONSOR APPROVAL

Unit of Government <b>Roseau County</b>		Telephone Number (Include Area Code): <b>218-463-4248</b>
Authorized Signature of Sponsor	Title <b>Board Chair</b>	Date

### CERTIFICATION BY DEPARTMENT OF NATURAL RESOURCES

Authorized Signature For DNR	Area Trails Supervisor	Date
Authorized Signature For DNR	Regional Parks and Trails Manager	Date

### Checklist/Mandatory Attachments:

- |                                                                                   |                                                          |
|-----------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Certification of Trail Closure/4 <sup>th</sup> Benchmark | <input type="checkbox"/> Proof of Club Non-Profit Status |
| <input type="checkbox"/> Grooming Logs from the Previous Year                     | <input type="checkbox"/> Trail Contact Information       |
| <input type="checkbox"/> Sponsor Resolution                                       | <input type="checkbox"/> Sign Order (if applicable Form) |
| <input type="checkbox"/> Update of Current Trail Alignments                       |                                                          |
| <input type="checkbox"/> Backup Grooming Plan                                     |                                                          |



# SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING

## Certification of Trail Closure/Application Submission

4<sup>th</sup> Benchmark – Due By May 15<sup>th</sup>

Trail Name: Roseau County Trailblazers/BISF 1

Club/Organization Name: Roseau County Trailblazers, Inc.

Trail Administrator Signature: Buck Bue Date: 5-22-14

By signing this form, the Sponsor certifies that the above snowmobile trail has been satisfactorily closed as defined within the Minnesota Snowmobile Trails Assistance Program Manual, an application for the coming grant round is completed and on file by May 15<sup>th</sup> and that a backup grooming plan is in place and is on file in the event the groomer or the operator are not able to maintain the trails.

Is there any reason why the Department of Natural Resources should withhold any part of this payment?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please elaborate: \_\_\_\_\_

Sponsor Name (Local Unit of Government): Roseau County

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

Title: Board Chair

**Amount requested \$5,698.04** (Up to 5% of the original contract.)

### DEPARTMENT USE ONLY

#### THIS INVOICE APPROVED FOR PAYMENT BY:

Parks and Trails Area Supervisor – OK TO PAY	Date	FY	Amount
		14	\$ 5,698.04
SWIFT PO: 3-48921 CFMS: C#%70827	RECEIPT #		
VENDOR #: 0000197344	LINE # 1		
SERVICE BEGIN DATE: <b>April 1, 2014</b>	SERVICE END DATE: <u>4-7-14</u>		
INVOICE #:  <b>BM4</b>	Vendor Name and Address: Roseau County 606 5th Ave. SW, Room 131 Roseau, MN 56751		



**MINNESOTA SNOWMOBILE TRAIL ASSISTANCE PROGRAM**  
**CAPITAL IMPROVEMENT REQUEST FOR REIMBURSEMENT**

1. Trail/Club Name: <b>Roseau County Trailblazers</b>		2. Unit of Government Sponsor: <b>Roseau County</b>		3. Date of Request: <b>5/22/2014</b>	
4. Project Title: <b>Brodge Replacement</b>					
5. Reimbursement Period Start Date (For This Request): <b>2/1/14</b>			6. Reimbursement Period End Date (For This Request): <b>3/26/2014</b>		
7. Expenditures					<b>TOTAL</b>
7A. ADMINISTRATION Explanation: <b>Computer Time, Phone Calls, 75 hours</b>					<b>\$ 900</b>
7B. ACQUISITION Explanation:					\$
7C. CONSTRUCTION Explanation: <b>Instalation and site work on 4-bridges</b>					<b>\$ 28,074.65</b>
7D. FACILITIES Explanation:					\$
8. Total Cost (Sum 7A to 7D): <b>\$ 28,974.65</b>		9. Total Eligible Request at 65% (Q8 X 65%): <b>\$ 18,833.52</b>		10. Available Grant Balance: <b>\$ 17,648.90</b> Year:	
11. Total Grant Request: <b>\$ 18,833.52</b>			12. Grant Balance After This Request (Q10 - Q11): <b>\$ 17,648.90</b>		
13. Development Accomplishments					
13A. Trail Miles Developed and/or Added to GIA System: Description:					
13B. Bridges Constructed To-Date: Description: <b>4</b>					
13C. Parking Areas Developed To-Date: Description:					
14. Sponsor Approval					
I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.					
14A. Signature of Trail Administrator: <i>Debra Bue (Buck)</i>		14B. Telephone Number: <i>218-686-1866</i>		14C. Date of Signature: <i>5-22-14</i>	
14D. Authorized Signature of Sponsor:		14E. Title:		14F. Date of Signature:	

**15. Required Checklist**

- 15A. Yes  No  Any Bids Required?  
15B. Yes  No  Original Signatures?  
15C. Yes  No  Signed Work Logs?  
15D. Yes  No  Invoices Included for Purchases and Services Over \$100.00?

**DEPARTMENT USE ONLY**

**THIS INVOICE APPROVED FOR PAYMENT BY:**

**Area Trails & Waterways Supervisor**

Signature:

Date:

Partial  
Final

FY:

CFMS Number:

Amount:

Invoice Number:



# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

May 13, 2014

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

Commissioner Phillipe requested the ARMER discussion be moved from County Board Items to Delegations/Board Appointments. A motion to approve the amended Agenda was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Commissioner Phillipe reminded the Board of the June 5<sup>th</sup> District III meeting which will be held in Ada, MN, and announced the DEED workforce meeting scheduled for May 27<sup>th</sup> in St. Paul. Commissioner Swanson discussed the Greater Minnesota Regional Parks and Trails Commission request for members and encouraged Commissioners to solicit possible candidates. Auditor Monsrud notified the Board of various State requirements for administering the upcoming election.

## APPROVAL OF BILLS

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

### Warrants Approved For Payment 4/24/2014

Vendor Name	Amount
AFLAC	3,668.16
12 Payment less than 2,000.00	7,424.09
<b>Final Total:</b>	<b>11,092.25</b>

### Warrants Approved For Payment 5/01/2014

Vendor Name	Amount
DEARBORN NATIONAL LIFE INSURANCE	2,235.02
JOHNSON/LAURE A	3,526.88
MN ENERGY RESOURCES	7,947.33
NW MN SERV COOP-BLUE CROSS BLUE	77,135.00
PRUDENTIAL	2,262.47
ROSEAU CO TREASURER	24,714.64
10 Payments less than 2,000.00	6,680.64
<b>Final Total:</b>	<b>124,501.98</b>

### Warrants Approved For Payment 5/08/2014

<b>Vendor Name</b>	<b>Amount</b>
CENTURYLINK	3,125.57
ROSEAU CITY	9,333.65
11 Payments less than 2,000.00	6,997.67
<b>Final Total:</b>	<b>19,456.89</b>

#### **Warrants Approved On 5/13/2014 For Payment 5/16/2014**

<b>Vendor Name</b>	<b>Amount</b>
AVIANDS LLC	8,046.69
BECKER COUNTY ATTORNEY	8,099.82
DEPT OF NATURAL RESOURCES	4,502.81
DLT SOLUTIONS INC	3,990.16
FARMERS UNION OIL CO-WARROAD	4,590.19
HORNER PLUMBING & EXCAVATION	2,068.00
JOHNSON OIL CO INC	6,675.61
MAR-KIT LANDFILL	38,862.60
MN DEPT OF EMPLOYMENT	6,589.28
MSOP-MN SEX OFFENDER PROGRAM-D	2,957.40
NORTHERN RESOURCES COOPERATIVE	13,541.49
ROSEAU CO COOP ASSN	14,988.24
ROSEAU CO HWY DEPT	9,603.04
ROSEAU CO MEDICAL TRAVEL	2,200.00
SJOBORG'S INC	2,668.25
UND FORENSIC PATHOLOGHY	2,000.00
ZIEGLER INC	11,368.81
113 Payments less than 2,000.00	53,278.55
<b>Final Total:</b>	<b>196,030.94</b>

In addition, the Board approved a forthwith payment to Mark Beito for dam inspection and beaver removal in the amount of \$1,222.96.

#### **DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS**

##### Public Comment

Mr. Lavern Voll spoke to the Board regarding a culvert installation proposed on JD61 in Norland Township. Mr. Voll requested the Board re-evaluate the County culvert installation policy with regard to how these projects are funded and stated that he does not feel that County tax dollars should fund these projects. Chair Phillippe requested Mr. Voll, Commissioner Falk, and Engineer Ketring meet to discuss this matter further.

##### Jim Atkinson, Minnesota Power – Great Northern Transmission Line Project Update

Mr. Atkinson met with the Board to provide an update on the Great Northern Transmission Line project stating that this project is officially in the permitting process and a decision on the final route will be made within the next year.

##### Northland Community and Technical College

NCTC Representative Dave Grafstrom, NCTC Associate Dean of Aerospace Programs Curtis Zoller and NCTC Aerospace Instructor Jon Beck, met with the Board to discuss the use of Unmanned Aerial Systems on area farm land to obtain visual images, crop data and other valuable agricultural related information. It is the intent that this data will be shared among ag producers through a data sharing agreement. Mr. Zoller explained that

an agreement will be in place for farmers choosing to participate in the program and that all FAA regulations will be followed.

#### ARMER System Discussion

The State of Minnesota Regional Interoperability Coordinator Marcus Brunig and Marcus Grubbs of the Headwaters RDC met with the Board to discuss upgrading the County's ARMER system from partial participation to full participation. Mr. Brunig suggested utilizing grant funding to conduct an ARMER full participation plan study to determine Roseau County's needs. This study will include a cost analysis for transitioning to a full ARMER plan. A motion to enter into an ARMER full participation plan, contingent upon State funding, was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

#### Tracy Halstensgard, Roseau River Watershed

RRWD Administrator Tracy Halstensgard, along with RRWD Board Members Floyd Haugen and Leroy Carrier, met with the Board to provide an update on the Watershed's current projects and programs. Ms. Halstensgard highlighted projects in the Roseau River Wildlife Management Area, Beltrami Island State Forest and the Roseau Lake Bottom. Programs discussed included completing a culvert inventory funded through a Northwest Minnesota Foundation grant; identifying and prioritizing potential sites contributing to drainage impairments funded through a Board of Water and Soil Resources Clean Water Fund grant; completing side water inlets funded through a 2012 grant; and, coordination of a weed management grant with BWSR.

### **CONSENT AGENDA**

A motion to adopt the Consent Agenda was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously. The Board, by adoption of its Consent Agenda, approved the April 22, 2014 Board Proceedings; approved the 2014 State of Minnesota County Boat and Water Safety Grant Agreement (Resolution #2014-05-01) effective January 1, 2014 through June 30, 2015, in the amount of \$3,143.00; authorized conducting a sale of used County-owned equipment; approved Resolution #2014-05-02 which gives the Roseau County Board authority to appoint a County Coroner; approved a State of Minnesota Lawful Gambling Permit for the Wannaska Community Center; approved the Hire of Elizabeth Lund as Assessor I, (Grade 11, Step A), effective July 1, 2014; authorized advertising for the hire of two (2) regular full-time Appraiser Trainee positions; authorized advertising for the hire of a regular full-time IT Specialist; accepted the resignation of County Homeland Security/Emergency Manager Kathy Sebbby, effective June 20, 2014; authorized advertising for the hire of a regular part-time County HSEM; and, approved a SSTS Ordinance Public Hearing Date of June 24, 2014 at 9:15 a.m.

### **DEPARTMENT REPORTS**

#### Veteran Services

A motion to hire Martin Howes as a regular part-time County Veterans Service Officer at a Grade 7, Step A, effective May 20, 2014, was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously.

Commissioner Phillipe performed the Veteran Service Officer Swearing in Ceremony officially appointing Mr. Howes the new County VSO.

#### Highway Department

Highway Engineer Brian Ketring met with the Board to seek approval to call for bids on two Federal flood projects. A motion to call for bids on CSAH No. 2 – SP 068-602-041,

and CSAH No. 5 – SP 068-605-009, for a bid opening at 10:00 a.m. on June 10, 2014 was made by Commissioner Miller, seconded by Commissioner Swanson and carried unanimously.

#### Emergency Management

Emergency Manager Kathy Sebby met with the Board to discuss options available to complete the County All Hazard Mitigation Plan currently being revised under contract with ICS. The Board agreed to continue with the process in-place which includes completion of surveys distributed to Cities, Schools, the Hospital, Emergency Response and Watersheds. Surveys should be completed and mailed to ICS for final compilation. ICS will then return to Roseau for a final meeting of all entities to present a draft Plan for review.

#### Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): MnUSA Trails meeting, 4/12/14; Northwest Community Action, 4/17/14; Committee of the Whole, 4/18/14; Social Services Board, 4/18/14; Highway Committee, 4/18/14; County Assessor Interviews, 4/25/14; County Veteran Service Officer Interviews, 4/29/14; Committee of the Whole/Operations Committee, 5/6/14; Roseau River Watershed District Board, 5/7/14.

Commissioner Foldesi reported on the following committee(s): County Assessor Interviews, 4/25/14; County Veteran Service Officer Interviews, 4/29/14; Committee of the Whole/Operations Committee, 5/6/14; Northwest Regional Development Commission, 5/6/14.

Commissioner Miller reported on the following committee(s): Meeting with Bob Lessard, 4/23/14; Minnesota's Rural Counties Caucus, 4/24/14; County Veteran Service Officer Interview, 4/25/14; County Veteran Service Officer Interviews, 4/29/14; Northern Counties Land Use Coordinating Board, 5/1/14; Committee of the Whole/Operations Committee, 5/6/14; Roseau River Watershed District Board, 5/7/14; Community Justice Coordinating Committee, 5/7/14.

Commissioner Phillipe reported on the following committee(s): Public Health Committee, 4/22/14; Roseau County Assessor Interviews, 4/25/14; Roseau County Committee on Aging, 4/25/14; Warroad Community Ed meeting, 4/29/14; County Veteran Service Officer Interviews, 4/29/14; Warroad Community Park meeting, 4/29/14; Committee of the Whole/Operations Committee, 5/6/14; Land of the Dancing Sky Agency on Aging, 5/7/14; Warroad Community Park Groundbreaking, 5/8/14; Warroad City Council, 5/12/14; ARMER meeting, 5/13/14.

Commissioner Swanson reported on the following committee(s): Roseau County Committee on Aging, 4/21/14; Public Health Committee, 4/22/14; Roseau School Board, 4/22/14; County Assessor Interviews, 4/29/14; Roseau County Committee on Aging, 4/25/14; County Veteran Service Officer Interviews, 4/29/14; Roseau Economic Development Authority, 4/30/14; Association of Minnesota Counties Conference Planning Committee, 5/2/14; Roseau City Council, 5/5/14; Committee of the Whole/Operations Committee, 5/6/14; Community Justice Coordinating Committee, 5/7/14.

#### **UNFINISHED BUSINESS**

The Board agreed to add the tax forfeited land sale discussion to the Highway Committee meeting on May 20, 2014. Commissioners were asked to identify parcels in their districts and bring this information to the meeting.

Upon motion carried, the Board adjourned the Regular Meeting at 11:30 a.m. The next Regular Meeting of the Board is scheduled for May 27, 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











## Employment Opportunity

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### Position: **Heavy Equipment Operator**

Roseau County is accepting applications for a regular, full-time Heavy Equipment Operator. This is a benefited non-exempt Grade 5 position, with a beginning wage of \$17.30 per hour, commensurate with experience.

This position will perform skilled labor operating heavy motorized equipment in the construction, reconstruction, repair, maintenance, snow removal and bituminous work on roads, bridges, ditches and facilities in Roseau County.

Minimum requirements for this position include a High School Diploma or equivalent; a valid Minnesota Class A (CDL) Driver's License, plus one year of related experience. Applicant should have the ability to operate a variety of light, medium, heavy and specialized equipment for the maintenance and repair of highways; ability to establish and maintain effective working relationships with others, ability to communicate effectively and have good public relations skills; ability to perform work in a safe, efficient, effective manner; ability to operate various machinery such as tandem trucks, motor graders, dozers, mower tractors, back hoes, skid loaders with attachments, pay loaders, steam boilers, gravel crushers, sprayers, etc., and must possess mechanical skills and general knowledge of tools, equipment and standards.

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: Ann Marie Miller, Administrative Assistant, 606 5<sup>th</sup> Ave SW, Room 131, Roseau, MN. Closing date is June 27, 2014.

For a detailed Job Description and/or specific job-related questions, please contact the Roseau County Highway Engineer's Office at 218-463-2063.

**ROSEAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**







## JACK SWANSON COMMITTEE REPORTS

MAY 13, 2014 - 'ARMER' RADIO MEETING; with Sheriff Steve Gust, Dispatch Coordinator Matt Restad, NW RIC Marcus Bruning, Nick Robertson (MN State Patrol), Chris Stauffer on a Full ARMER Participation Plan with the State of Minnesota; Roseau County is currently dispatching using the ARMER system

MAY 14, 2014 - ROSEAU CONVENTION & VISITORS BUREAU; asked members to consider volunteering for the regional parks and trails committee

MAY 14, 2014 - JADIS TOWN BOARD; suggested they may forego holding a local board of appeal and equalization in the future; had some concerns about summer maintenance of township roads if the county limits grader operators to 40 hour weeks

MAY 15, 2014 - EXTENSION COMMITTEE; discussion of county priorities within the 4H program

MAY 15, 2014 - ROSEAU SCHOOL BOARD; approved two year, 7.07% salary and benefits increase for non-licensed Roseau Employees Association

MAY 19, 2014 - ASSOCIATION OF MINNESOTA COUNTIES LEADERSHIP TRAINING & DEVELOPMENT (GRAND RAPIDS)

MAY 20, 2014 - SOCIAL SERVICES BOARD

MAY 20, 2014 - HIGHWAY COMMITTEE

MAY 21, 2014 - NORTHWEST MINNESOTA HOUSING & REDEVELOPMENT AUTHORITY (T.R.F.); RCAHF proposal for flexibility in low-interest down payment assistance program