



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

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February 24, 2015

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on February 24, 2015, 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

9:05 Delegations/Board Appointments/Public Comments*

9:05 Consent Agenda

1. February 10, 2015 Board Proceedings
2. Roseau County Trailblazers - Federal Grant Application
3. Roseau County/Lake of the Woods Sportsman's Club - Federal Grant Application
4. Vanguard Commercial Property Reappraisal Contract

9:15 Department Reports

9:30 County Board Items

1. Commissioner Committee Reports

10:00 Unfinished Business

10:00 Adjourn

***Limited to five minutes**

County Coordinator's Office e-mail address: anmarie.miller@co.roseau.mn.us, Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

District 1, Glenda Phillipe ** District 2, Jack Swanson, Chair ** District 3, Roger Falk, Vice-Chair
District 4, Todd Miller ** District 5, Mark Foldesi
An Equal Opportunity Employer



Roseau County Request for Board Action

Agenda Item #: Consent 1 <small>(for office use only)</small>	
Requested Board Date:	February 24, 2015
Originating Department: Coordinator's Office	
Subject Title (as it will appear on the Agenda): February 10, 2015 Board Proceedings	Presenter: Jeff Pelowski
Estimated Amount of Time Needed for Discussion:	
<input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Review and approve the February 10, 2015 Board Proceedings.	
Background:	
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None	
Agenda Classification for County Board Meeting:	
<input type="checkbox"/> Delegations <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other	

FOR OFFICE USE ONLY:

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

February 10, 2015

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, February 10, 2015 at 9:00 a.m.

CALL TO ORDER

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

APPROVAL OF AGENDA

Discussion on the 2015 Diesel Fuel Contract was added to Department Reports. A motion to approve the amended Agenda, was made by Commissioner Miller, seconded by Commissioner Phillipe and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson informed the Board that Lieutenant Governor Tina Smith will be visiting Roseau on Thursday, February 12, 2015 to acknowledge the Broadband Development Grant awarded to Wikel Telephone Company and Sjoberg's Cable. Coordinator Pelowski shared correspondence from the Warroad Rescue Squad thanking Roseau County for their 2015 appropriation.

APPROVAL OF BILLS

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

Warrants Approved For Payment 1/29/2015

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	4,177.44
TAGGART CONTRACTING, INC	11,735.11
7 Payments less than 2,000.00	3,201.45
Final Total:	19,114.00

Warrants Approved For Payment 2/05/2015

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN NATIONAL LIFE INSURANCE	2,700.67
JOHNSON/LAURE A	3,526.88
MN ENERGY RESOURCES	4,288.41
NW MN SERV COOP-BLUE CROSS BLUE	89,292.50
PRUDENTIAL	2,145.79
14 Payments less than 2,000.00	8,001.36
Final Total:	109,955.61

Warrants Approved On 2/10/2015 For Payment 2/13/2015

<u>Vendor Name</u>	<u>Amount</u>
AVIANDS LLC	7,826.24
COMPASS MINERALS AMERICA	16,052.27

DEPT OF NATURAL RESOURCES	3,747.90
FARMERS UNION OIL CO-LK BRNSN	2,043.31
HEADWATERS REGIONAL RADIO BOARD	2,500.00
KEEPRS INC	2,064.42
MAR-KIT LANDFILL	33,665.55
MN DEPT OF CORRECTIONS	31,828.92
MSOP-MN SEX OFFENDER PROGRAM-D	4,228.40
NW MN HOUSEHOLD HAZARDOUS	7,773.00
ROSEAU CO COOP ASSN	7,179.74
SJOBERG'S INC	2,668.25
73 Payments less than 2,000.00	22,388.73
Final Total:	143,966.73

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously. The Board, by adoption of its Consent Agenda, approved the January 27, 2015 Board Proceedings; approved a Roseau County Nuisance Policy; approved Resolution #2015-02-02 in support of the Roseau County 2015 Bridge Program, (i.e., 5-Year Bridge Plan); approved a State of Minnesota Department of Transportation/Roseau County Detour Agreement; approved the purchase of a Caterpillar 140M3 AWD Motor Grader in the amount of \$233,210.00; approved the purchase of a Schulte XH1500 Mower in the amount of \$12,150.00; authorized final payment to Minn-Dak Asphalt, Inc., in the amount of \$223,701.89, for the 2014 Bituminous Projects; approved a Clay Purchase contract with Jesse and Sam Pulczinski, effective January 1, 2015 through December 31, 2016, in the amount of \$1.15 per cubic yard; authorized advertising for the hire and testing of candidates for Child Support Officer and Enforcement Aide positions in order to create a hiring roster; approved a Domestic Violence Court Memorandum of Understanding; appointed Gracia Nelson as the County Representative to the Northwest Regional Library Board; approved changes to the Job Description Re-evaluation Policy; and, approved the 2015 Employee and Safety Handbook.

DEPARTMENT REPORTS

Environmental Office

Environmental Officer Jeff Pelowski requested the Board consider a diesel fuel Sales Agreement from Johnson Oil Company for the County Transfer Station. A motion to approve the Sales Agreement in the amount of \$2.774 per gallon, (\$2.489 per gallon plus \$.285 MN sales tax), effective February 10, 2015 through January 31, 2016, was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously.

COUNTY BOARD ITEMS

Senior Medical Travel

The Board discussed increasing the appropriation to Roseau County Committee on Aging (RCCoA), Senior Medical Travel (SMT), program in order to support a 32-hour per week employee. The Roseau County Committee on Aging recently hired a part-time employee to administer the SMT program. Commissioner Phillipe noted that a part-time SMT Program Administrator is not able to accommodate the current workload and suggested increasing the County appropriation to the RCCoA by \$15,000.00 to support an increase in hours for this position. At the next RCCoA meeting, Commissioner Phillipe will request the Committee accept the County's appropriation increase to assist in supporting a 32-hour per week position to administer the SMT program. A motion to increase the appropriation to the Roseau County

Committee on Aging by \$15,000.00, was made by Commissioner Phillippe, seconded by Commissioner Miller and carried unanimously.

Minnesota Power Line Transmission Project

Coordinator Pelowski met with the Board to discuss a Resolution supporting Minnesota Power's Great Northern Transmission Line Proposed Route Alternatives. A motion was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously to adopt the following Resolution:

2015-02-01

**SUPPORTING MINNESOTA POWER'S GREAT NORTHERN TRANSMISSION LINE
PROPOSED ROUTE ALTERNATIVES**

MPUC DOCKET NO. E015/TL-14-21

OAH CASE NO. 65-2500-31637

DOE OE DOCKET NO. PP-398

WHEREAS, Minnesota Power is proposing to construct the 500 kV Great Northern Transmission Line from the Manitoba/Minnesota international border in Roseau County to the Blackberry Substation in Itasca County by June 1, 2020; and

WHEREAS, Minnesota Power is partnering with Manitoba Hydro to build this line that will deliver, clean renewable hydropower from northern Manitoba to Minnesota and the upper Midwest; and

WHEREAS, Minnesota Power has been working with Roseau County, and residents and landowners in Roseau County, for over three years to develop and refine a route for this project that provides the least impact to residents and landowners; and

WHEREAS, this voluntary outreach has included multiple open houses in Roseau County, and multiple meetings updating Roseau County Commissioners, in addition to the required legal notices to Roseau County and multiple public hearings on the need for the Great Northern Transmission Line, and the scope of the environmental impact statement for the State route permit and Federal Presidential Permit; and

WHEREAS, in September 2014, the Minnesota Public Utilities Commission approved a working group to gather additional public input and two Roseau County Commissioners participated in these working group meetings, and provided input on the proposed routes and border crossing; and

WHEREAS, in October 2014, Minnesota Power submitted to the United States Department of Energy an amendment to its border crossing based on consultation with landowners and stakeholders in Roseau County that the originally proposed border crossing was no longer feasible given constraints from the future expansion of the Piney-Pinecreek Border Airport and the Roseau River Wildlife Management Area; and

WHEREAS, with this new information, Minnesota Power and Manitoba Hydro reached an agreement on a new border crossing that would originate at the Minnesota-Manitoba border roughly 2.9 miles east of Highway 89 in Roseau County. It would proceed southeast 0.2 miles and then travel south 2.3 miles to 390th Street and turn east following Minnesota Power's proposed Blue and Orange Routes as proposed in its April 15, 2014 Route Permit and Presidential Permit applications; and

WHEREAS, during the scoping process for the environmental impact statement, additional border crossings were proposed by the Minnesota Department of Natural Resources and private landowners, and four of these additional border crossings were carried forward by the Minnesota Department of Commerce into the scope of the draft environmental impact statement; and

WHEREAS, Roseau County supports the amended border crossing proposed by Minnesota Power as the only feasible border crossing given the agreement between Minnesota Power and Manitoba Hydro; and

WHEREAS, Roseau County opposes the proposed route alternatives in Roseau County submitted by the Minnesota Department of Natural Resources and the United States Fish and Wildlife Service that were done without input from Roseau County, including the Roseau Lake WMA Alternative, due to more impacts on private landowners and agricultural land use and interfering with a public airport; and

WHEREAS, it is in the best interests of Roseau County that impacts to agricultural land uses and human settlements be minimized and Minnesota Power's proposed route appears to accomplish those objectives; and

WHEREAS, the route alternatives submitted by the Minnesota Department of Natural Resources and the United States Fish and Wildlife Service effectively negate over three years of good faith participation by Roseau County, and its residents, in working collaboratively with Minnesota Power to route the Great Northern Transmission Line in a manner that attempts to provide the least impact to residents and landowners;

NOW THEREFORE BE IT RESOLVED, Roseau County supports Minnesota Power's preferred route as submitted on April 15, 2014 in the above-referenced dockets and Minnesota Power's proposed border crossing as submitted in October 2014 to the United States Department of Energy; and

BE IT FURTHER RESOLVED, Roseau County designates Commissioners Roger Falk and Todd Miller as possible participants in the public information meetings on the draft environmental impact statement, and the State route permit public hearings, and may provide written and oral testimony consistent with this Resolution.

Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Social Services Board, 1/20/15; Highway Committee, 1/20/15; Operations/Committee of the Whole meetings, 2/3/15.

Commissioner Miller reported on the following committee(s): Minnesota Rural Counties Caucus (MRCC) meetings, 1/28-1/30/15; MRCC Teleconference, 2/2/15; Operations/Committee of the Whole meetings, 2/3/15; Community Justice Coordinating Committee, 2/4/15; Meeting with Val Gravseth of Senator Franken's Office, 2/4/15; Northern Counties Land Use Coordinating Board, 2/5/15; Soil and Water Conservation District, 2/10/15.

Commissioner Phillippe reported on the following committee(s): Public Health Committee, 1/27/15; North Star 4H Club meeting, 1/28/15; Operations/Committee of the Whole meetings, 2/3/15; Land of the Dancing Sky Area Agency on Aging, 2/4/15; Warroad City Council, 2/9/15; Warroad School Board, 2/9/15.

Commissioner Swanson reported on the following committee(s): Public Health Committee, 1/27/15; Association of Minnesota Counties New Commissioner Training, 1/28-1/29/15; Meeting with Northland Community and Technical College, 2/2/15; Minnesota DNR Forestry, 2/2/15; Roseau City Council, 2/2/15; Operations/Committee of the Whole Committees, 2/3/15; Red River Valley Development Association, 2/4/15; Safety Training, 2/4/15; Community Justice Coordinating Committee, 2/4/15; Northwest Emergency Communications Board, 2/6/15.

Upon motion carried, the Board adjourned the Regular Meeting at 10:15 a.m. The next Regular Meeting of the Board is scheduled for February 24, 2015 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Jack Swanson, Chair
Board of County Commissioners
Roseau County, Minnesota

DRAFT

CONTRACT SUBMISSION

This contract is submitted this 16th day of December, 2014, by Vanguard Appraisals, Inc., executed by Robert P. Ehler, President.

Attached hereto are specifications for the revaluation of certain described property in Roseau County, Minnesota, all of which are herewith a part of this contract.

All revaluation work shall be completed by January 15, 2017 in accordance with the attached specifications for the following prices:

<u>Class</u>	<u>Price</u>
Commercial and Multi-Family Improved	\$300.00 Per Parcel
Commercial and Multi-Family Vacant Land	15.00 " "
Large Industrial or Licensed Grain Elevator	1,850.00 Per Site

The terms of this contract, including all specifications, shall be firm for acceptance prior to March 16, 2015.

VANGUARD APPRAISALS, INC.



Robert P. Ehler, President

CONTRACT

PLEASE
D

This agreement entered into this _____ day of _____, 20__, by and between Roseau County, Minnesota, executed by the County Assessor and the Chairperson of the Roseau County Conference Board, First Party, and Vanguard Appraisals, Inc., executed by Robert P. Ehler, President, Second Party, as follows:

1. That attached hereto are specifications for the revaluation of certain described property in Roseau County, Minnesota.
2. That the First Party employs the Second Party, and the Second Party will perform all of the work described in all of the documents referred to in paragraph 1 hereof, in accordance with the terms and conditions set out in said documents.
3. That the First Party will pay the Second Party on a per improved parcel basis as set forth in item III of said specifications referred to in paragraph 1 of this contract, to be paid in accordance with the terms of the documents described in paragraph 1.

VANGUARD APPRAISALS, INC.

ROSEAU COUNTY, MINNESOTA



PRESIDENT

BOARD OF COMMISSIONERS, CHAIR

COUNTY ASSESSOR

_____ COUNTY, _____

COMMERCIAL REVALUATION STEPS AND PROCEDURES

Submitted by Vanguard Appraisals, Inc.

The following are the steps and procedures that will be followed for the _____ County, _____, Commercial Revaluation scheduled for completion by January 1, 20__.

Parcels created:

- Determine map areas (map areas can be redefined as the project continues)
- Create a parcel record card for each and every parcel to include address, legal description, owners name, etc.
- Carry over as much data from old property record cards as possible (ages of structures, etc.)

Routing and lot sizing:

- Set up route maps (this allows for the most efficient flow of work during listing and review phases)
- Land extension (verify all lot sizes against mapping- GIS)

Establish listing procedures:

- Determine which items are to be listed and priced (examples: are items such as yard lighting, tanks, coolers, etc. to be listed and priced)
- Establishment of listing procedures to assure that all data collectors are gathering the information in a uniform manner

Income analysis:

- Assist assessor with the mailing of all income and expense statements.

Data collection begins:

- Assign one person to organize, train and supervise all data collectors (to assure uniformity)
- Inspect each and every property (minimum 80% entry rate to be achieved as per contract)

1. Note any lot abnormalities (poor topography, etc.)

2. List exterior structure information

- A. Type of foundation
- B. Type of exterior wall covering
- C. Style of roof and roof covering

_____ COUNTY, _____

COMMERCIAL REVALUATION STEPS AND PROCEDURES

3. Inspect interior
 - A. Identify yourself to property owner; explain why you are at the property
 - B. Inspect Basement (if applicable)
 1. List size of basement (is it under the entire structure?)
 2. Note any problems (leakage, cracks, etc.)
 3. Pick up basement finish (note the amount of square footage that is actually finished, quality and description of finish)
 4. List all plumbing fixtures
4. Inspect main floor
 - A. List occupancy
 - B. List type of floor coverings, wall and ceiling finish
 - C. Note condition
 - D. Number of plumbing fixtures
 - E. Note any functional deficiencies
5. Inspect upper floors
 - A. List occupancy
 - B. List type of floor coverings, wall and ceiling finish
 - C. Note condition
 - D. Number of plumbing fixtures
 - E. Note any functional deficiencies
6. Ask property owner all pertinent questions
 - A. Verify ages of all structures
 - B. Verify previous sale data
 - C. Get remodeling dates and cost
 - D. Get rental information if applicable
7. List exterior of all structures
 - A. Measure exterior (even if the measurements were taken off the old property record card all items should be measured to catch possible mistakes)
 - B. Measure all attached items such as patios, porticos, canopies, etc.
 - C. List wall height if applicable
 - D. Note the quality or apply a square foot price to all attached items

_____ COUNTY, _____

COMMERCIAL REVALUATION STEPS AND PROCEDURES

8. Finalize listing of all structures
 - A. Note any property characteristics which may affect the value
 - B. Do a final review of the listing to make sure everything is listed and look for discrepancies
 - C. Apply opinion of grade to all structures
 - D. Give all structures a condition rating (excellent, very good, good, normal, below normal, poor or very poor)

9. List any detached items or out buildings (paving, tanks, yard lighting, etc.)
 - A. Yard item listing should include
 1. Description or use
 2. Age
 3. Condition
 4. Include any pertinent data for each particular yard item
 5. Verify that all improvements have been picked up

Pricing:

- All listing data should be input into the computer.
- Tag any property with missing information or discrepancies

Sales and Income analysis:

- Research all land sales and set land valuation guidelines
- Research all improved sales and set review guidelines
 1. Set manual level
 2. Set depreciation charts
 3. Determine obsolescence guidelines
 4. Set map area factors or economic obsolescence
- Research all returned Income and Expense Statements
 1. Analyze all returned statements
 2. Conclude market rates where applicable
 3. Use income valuation analysis to verify accrued depreciation conclusions

Begin review process:

- Apply front foot, acre or square foot land value
- Apply any obsolescence to land deemed necessary
- Verify and correct all listing data
- Make sure all listing data is listed in a uniform manner with other properties
- Verify grades and conditions or depreciation (the fewer number of reviewers the better, this will help promote uniformity throughout the county. If multiple reviewers are utilized make sure that they confer with each other to promote uniform grading throughout the county)

_____ COUNTY, _____

COMMERCIAL REVALUATION STEPS AND PROCEDURES

Begin review process (Cont.):

- Apply any necessary obsolescence
- Check for new construction or changes since listing

Final Input:

- Make sure all discrepancies had been addressed by reviewer
- Check for and tag reviewer discrepancies

Final sales analysis:

- Check median ratio, mean ratio, COD and PRD at county level, city level, township level and by map area
- Edit map area factors or obsolescence percentages as indicated by final analysis
- Run queries to check for accuracy of values by occupancy, age, location, condition, style, etc.

Field checks and permits:

- Correct any tags discovered during final input
- Pick up any new construction so that all values will be as of the correct assessment date

Notify all property owners of their new assessment:

- Assist the Assessor's Office with the notification of valuation. Such notice should include a phone number for the property owner to contact to answer their questions and set up hearing if they have further questions or dispute the value

Conduct informal hearings:

- Informal hearing with the Vanguard Appraisals, Inc.
- Verify all listing data with the property owner
- Note property owners concerns
- Adjust property value, if necessary, as additional information is gathered

Supply client with a letter of transmittal:

- This letter should include land valuation process guidelines, application of obsolescence guidelines, analysis results and conclusions, etc.
- The purpose of this letter is to spell out the process used during the reappraisal project. This will assist the Assessor's office with maintaining the equity achieved during the revaluation

Board of Review:

- Vanguard will be available to consult with the _____ County Board of Review

Roseau County Board
February 2015
Glenda A. Phillipe
District One

February 3 – Operations – Roseau

February 3 – COW – Roseau

February 4 – Land of the Dancing Sky Agency on Aging – Thief River Falls

February 9 – Warroad City Council – Warroad

February 9 – Warroad School Board – Warroad

February 10 – County Board – Roseau

February 16 – RCCoA – Roseau

City of Roseau transferring ownership of transit building from city to EDA. Lease with Paul Bunyan needs to be written. Discussion regarding hiring SMT personnel/32 hours per week; appreciative of county's additional appropriation of \$15,000; presented budget for 2015; discussion regarding Tri-Valley and costs associated with medical travel; Phillipe will get costs; SMT 2014 deficit \$14,000; SMT 39 participants/83 RT trips/12,991 miles/January 2015; 40,467 unloaded miles.

February 17 – Social Services – Roseau

Lack of crisis beds for mental health patients/all ages.

February 17 – Highway Dept. – Roseau

February 17 – Land Divesture – Roseau

Decision to sell county land parcels

February 17 – Township Officers Annual Meeting – Roseau

All commissioners attended.

February 18 – Waste Management – Bagley

Election of officers; increase director's salary; hire part-time summer help; STS may help; 10% increase for county dues; several waste reports presented; MPCA drafting contract with PaintCare.

February 18 – Lake Township – Warroad

Asked for feedback regarding CR ditches that need to be brushed; handed out information regarding mail-in ballots; township appropriated \$12,484.00 for Warroad Rescue Services; Phillipe sent nuisance policy to board; informed board of CR road transfer to township and \$500.00 per mile gas tax opportunity; concerns regarding safety arms at casino RR crossing. March election.

February 23 – Warroad City Council – Warroad

February 24 – County Board – Roseau

February 24 – Warroad Community Ed – Warroad

February 25 – Warroad Parks and Recreation – Warroad

February 26 – RCCoA - Roseau