



## Board of Commissioners

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

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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**April 14, 2015**

### **REGULAR BOARD MEETING AGENDA**

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on April 14, 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 Board Appointments/Public Comments\***

1. Marc Bloomquist, Department of Corrections - Probation Update

**9:20 Consent Agenda**

1. March 24, 2015 Board Proceedings
2. Subordination Agreement(s) Policy
3. Sentence to Service Contract
4. Sheriff Deputy Hire(s)
5. Payroll Change Notice

**9:25 Department Reports**

1. Highway
  - a. Call for Bids – CSAH 46 Double Seal Coat and Fog Seal
  - b. Call for Bids – CSAH 72 Bridge Project
  - c. Contract for 2015 Seal Coat Projects
  - d. 2015 Bituminous Construction Projects
  - e. 2015 Retainer Agreement – Rinke Noonan

**9:45 County Board Items**

1. National County Government Month
2. Commissioner Committee Reports

**10:30 Unfinished Business**

**10:30 Adjourn**

**\*Limited to five minutes**

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

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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





# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

March 24, 2015

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, March 24, 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, Mark Foldesi, Todd Miller, Glenda Phillipe, and Jack Swanson.

## APPROVAL OF AGENDA

A Minnesota Lawful Gambling Permit was added to the Consent Agenda and a discussion on the Perry Gravel Pit was added to Department Reports. A motion to approve the amended Agenda was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski distributed a comprehensive analysis compiled by the Transportation Alliance which outlined the Governor's proposed transportation plan.

## APPROVAL OF BILLS

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

### Warrants Approved For Payment 3/12/2015

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	3,160.12
NATIONAL BUSINESS SYSTEMS	7,800.00
ROSEAU CITY	14,171.68
9 Payments less than 2,000.00	5,208.33
<b>Final Total:</b>	<b>30,340.13</b>

### Warrants Approved For Payment 3/16/2015

<u>Vendor Name</u>	<u>Amount</u>
POLARIS INDUSTRIES INC	11,961.67
<b>Final Total:</b>	<b>11,961.67</b>

### Warrants Approved For Payment 3/19/2015

<u>Vendor Name</u>	<u>Amount</u>
DAVIES/HEIDI M	2,409.62
MN ENERGY RESOURCES	3,284.11
9 Payments less than 2,000.00	2,550.69
<b>Final Total:</b>	<b>8,244.42</b>

### Warrants Approved On 3/24/2015 For Payment 3/27/2015

<u>Vendor Name</u>	<u>Amount</u>
JOHNSON OIL CO INC	6,671.03

MARCO INC	4,043.90
MSOP-MN SEX OFFENDER PROGRAM-D	4,228.40
NORTHERN RESOURCES COOPERATIVE	3,349.58
ROSEAU CO HWY DEPT	6,268.28
UND FORENSIC PATHOLOGY	2,587.00
WYNNE CONSULTING INC	22,500.00
44 Payments less than 2,000.00	15,434.46
<b>Final Total:</b>	<b>65,082.65</b>

In addition, a forthwith payment in the amount of \$1,720.00 to Moranville Township, for blading on 600<sup>th</sup> Ave., was also approved.

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

### **Maria Pahlen – Roseau County Drug Court, Bureau of Justice Grant Application**

DUI Court Coordinator Maria Pahlen and Judge Donna Dixon met with the Board to request a Bureau of Justice grant application Resolution of Support. A motion was made by Commissioner Foldesi, seconded by Commissioner Falk and carried unanimously to adopt the following Resolution:

2015-03-02

**Whereas**, the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA), is accepting applications for funding under the Adult Drug Court Discretionary Grant Program; and

**Whereas**, Roseau County has identified a need for Drug Court program(s) in the County; and

**Whereas**, a program such as the Roseau County Drug Court would be beneficial to the County and would help establish and support the infrastructure needed to allow Roseau County to work effectively and collaboratively as a Court supervised treatment program to help adult non-violent drug offenders; and

**Now Therefore Be It Resolved**, that the Roseau County Board of Commissioners authorizes the submission of a grant application for funding under the BJA Drug Court Implementation Grant; and

**Be It Further Resolved** that the Chairman of the Roseau County Board of Commissioners is authorized to execute any such documents which might be required to secure said funding.

## **CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Foldesi, seconded by Commissioner Phillipe and carried unanimously. The Board, by adoption of its Consent Agenda, approved the March 10, 2015 Board Proceedings; approved the 2015 State of Minnesota Boat and Water Safety Grant Agreement, in the amount of \$2,423.00, effective January 1, 2015 through June 30, 2016; the Tri-Valley Rural Transportation Agreement was moved to County Board Items; approved the County Assessor Payroll Change; approved a Sales Agreement with Revize Software Systems, in the amount of \$4,200.00, for website design, development and technical support; approved the Roseau County Trailblazers 3rd Benchmark, in the amount of \$30,506.36; approved a subordination agreement with Sun West Mortgage Company; approved advertising to hire a Highway Department Maintenance

Supervisor and an Assistant Highway Engineer/Maintenance; approved a call for bids for a County ditch brushing project; approved a postage machine Lease Agreement with NEOPOST; and, approved a Minnesota Lawful Gambling Permit for a Wannaska Community Center raffle to be held at the Roseau County Fair on July 24, 2015.

## **DEPARTMENT REPORTS**

### **Auditor's Office**

Auditor Martha Monsrud met with the Board to request approval of an Agricultural Lease Agreement. A motion to approve an Agricultural Lease Agreement with Rodney Sikorski, in the amount of \$431.00 per month, effective April 1, 2014 through October 31, 2014, was made by Commissioner Foldesi, seconded by Commissioner Falk and carried unanimously.

### **Highway Department**

Engineer Ketring updated the Board on the status of the Perry gravel pit. Ketring provided copies of aerial maps showing the gravel content of the pit in 2009, 2011 and 2013. After analyzing the maps Ketring stated that he was confident that there was no material lost from the pit and that any material removed from the pit was billed accurately. Ketring requested a forthwith payment for the material from the Consolidated Conservation fund. A motion to approve a forthwith claim in the amount of \$11,228.50 to the Roseau County Highway Department, was made by Commissioner Miller, seconded by Commissioner Foldesi and carried by a four to one vote, with Commissioner Falk opposed.

## **COUNTY BOARD ITEMS**

### **Tri-Valley Rural Transportation Collaborative (RTC) Contract**

Commissioner Swanson provided an update on the status of the Senior Medical Travel program in Roseau County. This item was carried over from the March 10, 2015 Board meeting for further financial analysis. Swanson noted that it is the recommendation of the Social Services Board to enter into contract with Tri-Valley RTC. A motion to enter into a contract with Tri-Valley RTC, effective April 1, 2015 through December 31, 2015, was made by Commissioner Phillipe, seconded by Commissioner Swanson and carried by a four to one vote, with Commissioner Falk opposed.

### **Commissioner Committee Reports**

Commissioner Falk reported on the following committee(s): Social Services Board, 3/17/15; Highway Committee, 3/17/15; Safety Committee, 3/17/15.

Commissioner Miller reported on the following committee(s): Social Services Board, 3/17/15; Highway Committee, 3/17/15; Township Meeting with Minnesota Power, 3/17/15; Meeting with Val Gravseth of Senator Franken's Office, 3/19/15; Joint Powers Natural Resource Board, 3/23/15.

Commissioner Phillipe reported on the following committee(s): Land of the Dancing Sky Area Agency on Aging, 3/16/15; Highway Committee, 3/17/15; Social Services Board, 3/17/15; Retired Senior Volunteer Program Advisory Board, 3/18/15; Warroad City Council, 3/23/15.

Commissioner Swanson reported on the following committee(s): Roseau County Committee on Aging, 3/9/15; Roseau Community Education meeting, 3/11/15; Northwest MN Emergency Communications Board, 3/11/15; Association of Minnesota Counties Annual Conference Planning Committee, 3/13/15; Local Government Water Roundtable, 3/13/15; Highway Subcommittee, 3/16/15; Social Services Board, 3/17/15; Highway Committee, 3/17/15;

Safety Committee, 3/17/15; Northwest Minnesota Housing and Redevelopment Authority, 3/18/15; Roseau School Board, 3/19/15; Roseau County Extension Committee, 3/23/15.

Upon motion carried, the Board adjourned the Regular Meeting at 10:10 a.m. The next Regular Meeting of the Board is scheduled for April 14, 2015 at 9:00 a.m.

Attest:

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

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

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

DRAFT





## STATE OF MINNESOTA INCOME CONTRACT

This contract is between the State of Minnesota, acting through its commissioner of corrections, Field Services Unit, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Roseau County, 604 5th AV SW, Roseau, MN , 56751 ("Purchaser").

### Recitals

1. Under Minn. Stat. § 241.278 the State is empowered to enter into income contracts.
2. The Purchaser is in need of a Sentencing to Service (STS) program for non-dangerous offenders ordered to perform community work service.
3. The State represents that it is duly qualified and agrees to provide the services described in this contract.

### Contract

#### 1 Term of Contract

- 1.1 **Effective date:** July 1, 2015, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** June 30, 2017, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 State's Duties

The State will:

- 2.1 Provide 1 crew leader(s) who will supervise up to 10 offenders each approximately 40 hours per week, including the hour's crew leaders spend for daily preparation and communication.
- 2.2 Submit reports to Purchaser within 60 days of the end of each quarter, which shall include the following information:
  - a. Total number of offenders served
  - b. Total number of offenders completing STS obligation
  - c. Number of offenders exiting prematurely
  - d. Total number of hours worked by STS offenders
  - e. Dollar benefit of STS labor at \$7.00 per hour and estimated market value of projects completed
  - f. Description of work completed
- 2.3 Divide the work of offender crews proportionate to funding participation between State referred projects and purchasers referred projects, some of which may be performed outside the Purchaser's jurisdiction.
- 2.4 Train each work crew in safety principles and techniques relevant to the work being done.
- 2.5 Screen projects to ensure that they meet STS guidelines.

#### 3 Purchaser's Duties

- 3.1 It is the Purchaser's responsibility to certify in writing to the appropriate bargaining agent that the work performed by offenders will not result in the displacement of current employees or seasonal workers to include reduction in hours, wages, or other employment benefits.
- 3.2 Obtain all necessary permits or licenses or special authority for all purchaser referred projects.

#### 4 Payment

The Purchaser will pay the State for all services performed by the State under this contract as follows:

4.1 The total obligation of the Purchaser for all compensation and reimbursements to the State under this contract is not to exceed \$120,531.00 as its share of the cost of providing a crew leader and placing the work crews into service on the STS program during the term of this agreement. The Purchaser's share of the crew leader includes time scheduled for training, vacation, sick leave and holidays based on DOC Division Directive 205.116\* and the terms and condition of the AFSCME bargaining agreement.

\*A copy of DOC Division Directive 205.116, "Sentencing to Service and Institution Community Work Crew Staff, Selection, Training and Activity" can be obtain through the DOC electronic policy manual at <http://www.doc.state.mn.us/DOcpolicy2/Document/205.116.htm> or by contacting the (State's/DOC's) authorized representative.

4.2 Terms of payment: Payment shall be made by the Purchaser to the State as follows;

Payment Amt	Pay on or before
\$30,132.75	Before any work had begun (July 1, 2015)
\$30,132.75	On January 1, 2016
\$30,132.75	On July 1, 2016
\$30,132.75	On January 1, 2017

Payment will be made no later than the 23<sup>rd</sup> day following the last day of the billing period.

The total obligation of the Purchaser for all compensation and reimbursements to the State under this contract is not to exceed \$120,531.00.

#### 5 Authorized Representatives

The **State's** Authorized Representative is:  
(or his/her successor)  
Marc Bloomquist  
District Supervisor, Bemidji 2  
619 Beltrami Ave. NW, Suite 300  
Bemidji, MN 56601  
[marc.bloomquist@state.mn.us](mailto:marc.bloomquist@state.mn.us)

The **Purchaser's** Authorized Representative is:  
(or his/her successor)  
Roseau County  
Steve Gust  
604 5th AV SW  
Roseau, MN , 56751  
[steve.gust@co.roseau.mn.us](mailto:steve.gust@co.roseau.mn.us)

#### 6 Amendments, Waiver, and Contract Complete

- 6.1 **Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 6.2 **Waiver.** If the State fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.
- 6.3 **Contract Complete.** This contract contains all negotiations and agreements between the State and the Purchaser. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

- 7 Liability**  
Each party will be responsible for its own acts and behavior and the results thereof.
- 8 Government Data Practices**  
The Purchaser must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Purchaser or the State.
- If the Purchaser receives a request to release the data referred to in this Clause, the Purchaser will work with the State to determine what data should be released to the requesting party.
- 9 Publicity**  
Any publicity regarding the subject matter of this contract must not be released without prior written approval from the State's Authorized Representative.
- 10 Audit**  
Under Minn. Stat. § 16C.05, subd. 5, the Purchaser's books, records, documents, and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.
- 11 Governing Law, Jurisdiction, and Venue**  
Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 12 Termination**  
Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

**1. PURCHASER**

The Purchaser certifies that the appropriate person(s) have executed the contract on behalf of the Purchaser as required by applicable articles, bylaws, resolutions, or ordinances.

By
Signature
Steve Gust
Print Name
Title:
Date:

By
Signature
Print Name
Title:
Date:

By
Signature
Print Name
Title:
Date:

By
Signature
Print Name
Title:
Date:



**2. STATE AGENCY (With delegated authority)**

By
Title
Date

**3. Commissioner of Administration (As delegated to Materials Management Division)**

By
Date

Distribution:  
DOC Financial Services Unit – Original (fully executed) contract, , Department of Administration – Materials Management Division





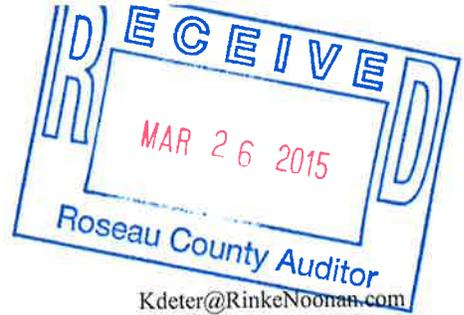












March 24, 2015

Roseau County  
Attn: Martha Monsrud, Auditor  
606 Fifth Avenue SW, #160  
Roseau, MN 56751

**Re: 2015 Retainer Agreement**

Dear Ms. Monsrud:

This letter is to serve as a clarification of the retainer agreement for 2015. The retainer amount stays the same at \$200.00 per month. That covers phone calls from County Commissioners and County staff regarding drainage issues under Minnesota Statutes Chapter 103E. It also covers short opinion letters. Involvement in more detailed matters or appearances at hearings is at my regular hourly rate but only upon approval or request by the County Board or staff. I also try and keep the County updated on legislative and rule changes affecting drainage and wetlands. As in the past, this retainer can be terminated by the County at any time. If you need additional information, please let me know; otherwise, this letter serves as the Retainer Agreement.

Additionally, because we have over 20 attorneys in the firm and numerous business and individual clients having interactions with various governmental entities, we want to insure that by continuing our representation of the County, we are not conflicting the firm out of representing other clients who may be adverse to the County on matters unrelated to our drainage work. By our office assisting the County on drainage matters, the County agrees that our work with the County should not prohibit our office from representing clients on other unrelated matters that may be adverse to the County. These matters may include requests for economic development assistance, land use applications for private clients, criminal defense matters where the County is prosecuting, construction disputes, or other matters unrelated to Chapter 103E. Certainly, if there is a civil matter that may be contentious or would involve litigation against the County, we will contact you prior to undertaking the representation so that a decision can be made specific to that representation.

We appreciate and enjoy the opportunity to represent the County on drainage matters.

March 24, 2015

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Please sign below acknowledging this understanding and email a copy to me for our records.

Very Truly Yours,



---

Kurt A. Deter

KAD/cmt

Roseau County

By \_\_\_\_\_  
Its \_\_\_\_\_





[National County Government Month](#) in April is a chance for you to show your community and county residents exactly [Why Minnesota Counties Matter](#).

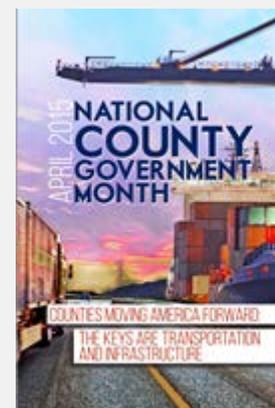
Since 1991, NACo has encouraged counties across the country to actively promote county government programs and services. National County Government Month (NCGM) is celebrated each April by the nation's counties to raise public awareness and understanding about the roles and responsibilities of county government. This year's theme is: **Counties Moving America Forward: The Keys are Transportation and Infrastructure**

County resources are the core building blocks for healthy, vibrant and safe communities. Nationwide, we invest more than \$100 billion each year in transportation, broadband services, water systems and public facilities. Counties run most of our nation's local jails and courthouses, own the largest share of America's road miles and operate more than 900 public hospitals and countless parks, libraries, firehouses and 911 call centers. County transportation and infrastructure are vital to boosting economic competitiveness, moving our food efficiently and maintaining a strong national defense.

[NCGM](#) presents an opportunity to highlight key transportation projects like new bridges, roads, resurfacing projects or other infrastructure work. Even if your county does not have transportation



[Why Minnesota Counties Matter](#)



responsibilities, you probably fund infrastructure projects, which you can highlight.

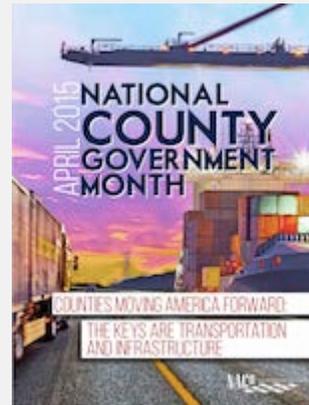
You can also use other examples to show how your county plays a central role in your community and helps “move America forward.” Counties participate in [NCGM](#) by hosting a variety of community outreach events and activities, including tours of county facilities, recognition ceremonies for volunteers and county employees, outreach on county services and programs, sponsoring student essay or art contests and adopting resolutions.

One activity that you should pursue during [NCGM](#) is to meet with your members of Congress. When you meet stress to them that federal policy matters to counties and counties matter to America’s local communities. They should know that county governments are responsible for the fundamental building blocks for healthy, safe and vibrant communities and that federal policy decisions have a major, cascading impact on county government.

**Share your county's plans and engage your community with AMC so that we can share with the rest of Minnesota!** Send information about your county’s NCGM activities by [email](#) or post on AMC’s Twitter [@MNcounties](#) using the hashtag #mncountiesmatter. You can also post your activities on NACo’s social media using the hashtag [#NCGM](#). You can send messages on Twitter to [@NACoTweets](#) or tag [NACo on Facebook](#).

NACo also has several [Why Counties Matter](#) resources available including a video that you could post on your county’s website during NCGM to help citizens better understand the varied and important role county government plays in all of our lives.

#### [2015 NCGM Booklet](#)



#### [NCGM Celebrate Poster](#)



#### [Sample Proclamation](#)



#### [NCGM 2015 Logo](#)





**Roseau County Board**

**April 2015**

**Glenda A. Phillippe**

**District One**

**March 26 – County Garage – Warroad**

**April 10 – Fair Planning Committee**

**April 13 – Warroad City Council – Warroad**

**April 13 – Warroad School Board – Warroad**

**April 14 – Roseau County Board – Roseau**

**April 15 – Lake Township – Warroad**

**April 21 – Social Services – Roseau**

**April 21 – Highway – Roseau**

**April 27 – Warroad City Council – Warroad**

## JACK SWANSON COMMITTEE REPORTS

**MARCH 25, 2015 ROSEAU ECONOMIC DEVELOPMENT AUTHORITY;** approved transfer of Far North Transit building from City of Roseau EDA to Roseau County Committee on Aging

**MARCH 26, 2015 HOUSING COMMITTEE;** met with two prospective developers on rental and/or owner occupied housing needs

**APRIL 1, 2015 NW MINNESOTA EMERGENCY COMMUNICATIONS BOARD;** met with Rey Freeman, Matt Restad, Chris Stauffer on ARMER migration process and ARMER plan to be submitted to Minnesota ECB

**APRIL 1, 2015 COMMUNITY JUSTICE COORDINATING COMMITTEE;** roundtable discussion of major issues facing each agency

**APRIL 1, 2015 LAW LIBRARY COMMITTEE;** talked about using Law Library funds to hire a (very) part-time attorney to assist residents with legal forms

**APRIL 2, 2015 NORTHERN COUNTIES LAND USE COORDINATING COMMITTEE (CHISHOLM);** presentation by PolyMet on proposed NE Minn mine

**APRIL 3, 2015 ROSEAU COUNTY COMMITTEE ON AGING;** discussed transition to Tri-Valley for senior medical travel; will talk about the future of RCCOA at May meeting

**APRIL 3, 2015 LEGISLATIVE COMMITTEE;** met with State Representative Dan Fabian

**APRIL 6, 2015 ASSOCIATION OF MINNESOTA COUNTIES C P A (County Program Aid) WORKING GROUP;** met via ITV on alternative legislative language; agreed to support original A M C language, and continue formula discussions this summer

**APRIL 6, 2015 ROSEAU CITY COUNCIL;** set the process for interim replacement for Council Member Curt Ireland

**APRIL 7, 2015 ROSEAU COUNTY OPERATIONS COMMITTEE;** heard that the county had an approximate \$ 1.3 million dollar surplus for fiscal year 2014

**APRIL 7, 2015 ROSEAU COUNTY COMMITTEE OF THE WHOLE**

**APRIL 7, 2015 BUILDING COMMITTEE;** toured the courthouse complex with representatives from Kraus Andersen

**APRIL 8, 2015 ROSEAU CONVENTION & VISITORS BUREAU**

**APRIL 8, 2015 NORTHWEST MINNESOTA EMERGENCY COMMUNICATIONS BOARD**

**APRIL 8, 2015 JADIS TOWN BOARD**

**APRIL 9, 2015 ASSOCIATION OF MINNESOTA COUNTIES EXECUTIVE COMMITTEE;** work session ahead of April 17 AMC Board of Directors meeting

**APRIL 9, 2015 SECB FINANCE COMMITTEE**

**APRIL 10, 2015 ROSEAU COUNTY FAIR COMMITTEE**