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**April 28, 2015**

**REGULAR BOARD MEETING AGENDA**

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on April 28, 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\***

**9:10 Consent Agenda**

1. April 14, 2015 Board Proceedings
2. Child Support Officer Appointment
3. Roseau County/Lake of the Woods Sportsman's Club - Request for Reimbursement

**9:20 Department Reports**

1. Highway
  - a. Call for Bids – Warroad Shop
  - b. Ditch Brushing Contracts

**9:45 County Board Items**

1. Commissioner Committee Reports

**10:15 Unfinished Business**

**10:15 Adjourn**

**\*Limited to five minutes**



# Roseau County Request for Board Action

<b>Agenda Item #: Consent 1</b> <small>(for office use only)</small>	
<b>Requested Board Date:</b>	April 28, 2015
<b>Originating Department:</b> Coordinator's Office	
<b>Subject Title (as it will appear on the Agenda):</b> April 14, 2015 Board Proceedings	<b>Presenter:</b> Jeff Pelowski
<b>Estimated Amount of Time Needed for Discussion:</b>	
<input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
<b>Board Action Requested:</b> Review and approve the April 14, 2015 Board Proceedings.	
<b>Background:</b>	
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None	
<b>Agenda Classification for County Board Meeting:</b>	
<input type="checkbox"/> Delegations <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other	

**FOR OFFICE USE ONLY:**

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

April 14, 2015

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, April 14, 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

A discussion on the registration/tax exempt status of the Transfer Station trailers was added to Department Reports. A motion to approve the amended Agenda was made by Commissioner Phillipe, seconded by Commissioner Miller and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski shared a letter received from the Board of Water and Soil Resources explaining that Polk County's request to reorganize Manager boundaries within the Middle-Snake-Tamarac Watershed District was denied.

## APPROVAL OF BILLS

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

### Warrants Approved For Payment 3/26/2015

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	4,177.44
ROSEAU CO HWY DEPT	11,228.50
12 Payments less than 2,000.00	4,634.48
<b>Final Total:</b>	<b>20,040.42</b>

### Warrants Approved For Payment 4/02/2015

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN NATIONAL LIFE INSURANCE	2,584.57
JOHNSON/LAURE A	3,958.88
MN ENERGY RESOURCES	3,029.30
NW MN SERV COOP-BLUE CROSS BLUE	87,721.00
PRUDENTIAL	2,154.62
9 Payments less than 2,000.00	6,250.21
<b>Final Total:</b>	<b>105,698.58</b>

### Warrants Approved For Payment 4/09/2015

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	3,241.90
ROSEAU CO TRAILBLAZERS	30,506.36
11 Payments less than 2,000.00	5,857.74
<b>Final Total:</b>	<b>39,606.00</b>

**Warrants Approved For Payment 4/10/2015**

<u>Vendor Name</u>	<u>Amount</u>
1 Payment less than 2,000.00	23.37
<b>Final Total:</b>	<b>23.37</b>

**Warrants Approved On 4/14/2015 For Payment 4/17/2015**

<u>Vendor Name</u>	<u>Amount</u>
ALIVE OUTDOOR SERVICES	8,173.92
D-A LUBRICANT CO. INC.	5,677.00
EHLERS	2,000.00
FARMERS UNION OIL CO-WARROAD	5,936.17
H & L MESABI INC	2,190.84
HOUSTON ENGINEERING	5,838.00
JOHNSON OIL CO INC	5,109.71
MAR-KIT LANDFILL	38,530.95
NORTHERN RESOURCES COOPERATIVE	9,516.88
NORTHLAND TIRE	8,507.65
POWER PLAN	2,836.80
REGENTS OF U OF MINNESOTA	16,882.50
RELIANCE TELEPHONE SYSTEMS	2,050.00
ROSEAU CO COOP ASSN	9,592.53
ROSEAU CO TREASURER	23,771.81
SJOBERG'S INC	2,668.25
ST LOUIS COUNTY AUDITOR	2,000.00
SWANSTON EQUIPMENT CORPORATION	19,500.00
TOWMASTER INC	32,318.00
UND FORENSIC PATHOLOGY	2,587.00
ZIEGLER INC	2,217.13
92 Payments less than 2,000.00	41,688.60
<b>Final Total:</b>	<b>249,593.74</b>

**Warrants Approved For Payment 4/14/2015**

<u>Vendor Name</u>	<u>Amount</u>
LICENSE BUREAU	3,922.34
<b>Final Total:</b>	<b>3,922.34</b>

**DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS****Marc Bloomquist - Department of Corrections (DOC) Probation Update**

Bemidji District 2 Supervisor Marc Bloomquist met with the Board to review the Sentence to Service, Probation and DOC programs in Roseau County.

**CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Phillipe, seconded by Commissioner Miller and carried unanimously. The Board, by adoption of its Consent Agenda, approved the March 24, 2015 Board Proceedings; authorized the Auditor to execute Subordination Agreements, without prior Board approval, on an as-needed basis; approved a contract with the State of Minnesota for the Sentencing to Service program, effective July 1, 2015 through June 30, 2017, in the amount of \$120,531.00; approved the hire of two (2) temporary Deputy Sheriff's (Grade 7, Step A); and, approved a payroll change for the IT Administrator.

## **DEPARTMENT REPORTS**

### **Highway Department**

Engineer Ketring met with the Board to request approval to call for bids; contract approvals and a retainer agreement.

A motion to call for bids on SAP 068-646-001, double seal coat and fog seal on CSAH 46 between TH 11 and CSAH 35, to be opened May 21, 2015, was made by Commissioner Phillipe, seconded by Commissioner Miller and carried unanimously.

A motion to call for bids on SAP 068-672-008, bridge deck rehab on CSAH 72, Center Street in Roseau, to be opened May 21, 2015, was made by Commissioner Falk, seconded by Commissioner Miller and carried unanimously.

A motion was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously to approve a contract with Morris Seal Coat and Trucking, in the amount of \$456,653.86, for the following County seal coat projects:

- SAP 068-613-023, Seal Coat and Fog Seal on CSAH 13 from TH 11 to TH 313
- SAP 068-635-007, Seal Coat and Fog Seal on CSAH 35 from CSAH 12 to TH 11
- SAP 068-635-008, Seal Coat and Fog Seal on CSAH 35 from CSAH 35 north to Pleasant Avenue
- SAP 068-644-002, Seal Coat and Fog Seal on CSAH 44 from CSAH 5 to CSAH 35

A motion was made by Commissioner Miller, seconded by Commissioner Phillipe and carried unanimously to approve a contract with MinDak Asphalt, in the amount of \$2,134,297.14, for the following County bituminous construction projects:

- SAP 068-612-024, Bituminous Overlay/Aggregate Shoulders on CSAH 12 between CSAH 9 and CSAH 13.
- SAP 068-613-022, Bituminous Overlay/Aggregate Shoulders on CSAH 13 between CR 126 (east) and TH 11.
- SAP 068-624-006, Bituminous Overlay/Aggregate Shoulders on CSAH 24 between TH 11 and CSAH 28.
- SAP 068-042-001, Grading, Aggregate Base, Concrete Curb and Gutter, Bituminous Surfacing, and Box Culvert Installation on CSAH 42 south of TH 11 in the city limits of Roosevelt.

The Board discussed updating the County's Retainer Agreement with Rinke Noonan. It was noted that Rinke Noonan has provided the County with drainage system legal advice and has been on retainer with the County for many years. A motion to approve the 2015 Retainer Agreement with Rinke Noonan, in the amount of \$200.00 per month, was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously.

### **Environmental Office**

Environmental Officer Jeff Pelowski met with the Board to discuss the registration/tax exempt status of the County Transfer Station pup trailers. Pelowski informed the Board that to comply with the State of Minnesota vehicle registration guidelines, the solid waste pup trailers will need to be registered with the Department of Motor Vehicles (DMV) with sales tax, registration and fees paid up to date. Pelowski requested authorization for a forthwith payment to the DMV to register the trailers. A motion to approve a forthwith payment to the Roseau DMV in the amount of \$3,922.34, for the 2009 and 2010 pup trailers sales tax, registration and fees,

was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously.

## **COUNTY BOARD ITEMS**

### **National County Government Month**

Commissioner Jack Swanson requested the Board consider adopting a Resolution in support of National County Government Month. A motion was made Commissioner Swanson, seconded by Commissioner Miller and carried unanimously to adopt the following Resolution:

2015-04-01

WHEREAS, the nation's 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe, vibrant and economically resilient communities; and

WHEREAS, counties move America forward by building infrastructure, maintaining roads and bridges, providing health care, administering justice, keeping communities safe, running elections, managing solid waste, keeping records and much more; and

WHEREAS, Roseau County and all counties take pride in their responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

WHEREAS, through National Association of Counties President Riki Hokama's "Transportation and Infrastructure" initiative, NACo is encouraging counties to focus on how they have improved their communities through road projects, new bridges, building new facilities, water and sewer improvements and other public works activities; and

WHEREAS, in order to remain healthy, vibrant, safe, and economically competitive, America's counties provide transportation and infrastructure services that play a key role in everything from residents' daily commutes to shipping goods around the world; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve; and

WHEREAS, the Roseau County Board of Commissioners officially recognizes the exemplary services provided by the various County Departments to the citizens of Roseau County;

NOW, THEREFORE, BE IT RESOLVED THAT THE ROSEAU COUNTY BOARD OF COMMISSIONERS do hereby proclaim April 2015 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

### **Commissioner Committee Reports**

Commissioner Falk reported on the following committee(s): Red River Basin Commission Flood Reduction Conference, 3/25-3/26/2015; Roseau River Watershed District, 4/1/15.

Commissioner Miller reported on the following committee(s): City of Warroad/County Garage meeting, 3/16/15; Board of Water and Soil Resources Drainage Workgroup, 4/2/15; Minnesota Rural Counties Cooperative conference call, 4/6/15; PILT Legislation Testimony, 4/7/15; Buffer Zone legislation meeting, 4/8/15; State of the State Address, 4/9/15.

Commissioner Phillippe reported on the following committee(s): City of Warroad/County Garage meeting, 3/16/15; Roseau County Fair Planning Committee, 4/10/15; Warroad City Council, 4/13/15; Warroad School Board, 4/13/15.

Commissioner Swanson reported on the following committee(s): Roseau Economic Development Authority, 3/25/15; Housing Committee, 3/26/15; Northwest Minnesota Emergency Communication Board, 4/1/15; Community Justice Coordinating Committee, 4/1/15; Law Library Committee, 4/1/15; Northern Counties Land Use Coordinating Committee, 4/2/215; Roseau County Committee on Aging, 4/3/15; Legislative Committee, 4/3/15; Association of Minnesota Counties/County Program Aid, 4/6/15; Roseau City Council, 4/6/15; Roseau County Operations/COW meeting, 4/7/15; Building Committee, 4/7/15; Roseau Convention and Visitors Bureau, 4/8/15; Northwest Minnesota Emergency Communications Board, 4/8/15; Jadis Town Board, 4/8/15; Association of Minnesota Counties Executive Committee, 4/9/15; SECB Finance Committee, 4/9/15; Roseau County Fair Planning Committee, 4/10/15.

Upon motion carried, the Board adjourned the Regular Meeting at 10:55 a.m. The next Regular Meeting of the Board is scheduled for April 28, 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





 OHV Trails Assistance Program <b>Request for Reimbursement (FORM 5)</b>		<b>7 B DEPARTMENT USE ONLY</b> FY                      Purchase Order Number #	
<b>1. Off-highway Vehicle Trail information</b>			
1A. Trail or trail system name: <b>ROS / LOW</b>		1B. Date: <b>4/22/2015</b>	
1C. Club name: <b>Roseau / Low Sportsman's Club</b>		1D. Sponsor name: <b>Roseau County</b>	
Reimbursement period start date (for this request):		Reimbursement period end date (for this request):	
2. Description of work accomplished: <b>Trail Maintenance &amp; Access Improvement to the Lund trail</b>			
Development accomplishments) Number of miles constructed to date Number of bridges Number of parking areas			
Maintenance accomplishments) Number of miles maintained (this reimbursement only) Trail width <b>9 to 10 ft. 1100 ft Long</b> Number of miles traveled by grooming equipment (shared winter trails only)			
<b>3. Project Cost Breakdown and Explanation</b>			
3A. Administration Explanation: <b>Grant Writing</b>		<b>45.<sup>00</sup></b>	
3B. Acquisition / relocation Explanation:			
3C. Construction Description:			
3D. Facilities Description:			
3E. Trail system map printing Explanation:			
<b>Total cost (Sum 3A – 3E):</b>		<b>Total reimbursable amount of cost (Up to 65% of Total cost sum 3A – 3E):</b>	
3F. Maintenance <b>Applied mulch to the Lund Trail</b> Explanation: <b>with Tractors &amp; Loaders (In January)</b>		<b>713.<sup>00</sup></b>	
3G. Grooming (only used for winter OHV trail maintenance to re-shape snow) Explanation:			
3H. Liability insurance (maximum state allowed \$1,500 per year) Explanation:			
<b>Total cost (Sum 3F – 3H):</b>		<b>Total reimbursable amount of cost (Up to 90% of Total cost sum 3F – 3H):</b>	
<b>7158.<sup>00</sup></b>		<b>6442.<sup>00</sup></b>	

<b>4. Grant</b>			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H) <div style="font-size: 1.2em; color: blue; font-family: cursive;">\$ 7158.<sup>00</sup></div>	4B. Total Grant Request Total grant request (Up to 65% of Total cost sum 3A – 3E) +Total Grant request (Up to 90% of Total cost sum 3F – 3H) State's Cost <div style="font-size: 1.2em; color: blue; font-family: cursive;">\$ 6442.<sup>00</sup></div>		
4C. Balance remaining from previous grants: FY <u>2015</u> FY _____		4D. Grant balance after this request for reimbursement <div style="font-size: 1.2em; color: blue; font-family: cursive;">8558.<sup>00</sup></div>	
<b>5. 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.</b>			
5A. Authorized signature of Trail Administrator: <div style="font-size: 1.2em; color: blue; font-family: cursive;">Myles Hogerson</div>		5B. Date of signature: <div style="font-size: 1.2em; color: blue; font-family: cursive;">4/22/2015</div>	
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
<b>6. Required Attachments. Check if applicable.</b>			
6A. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Any Bids Required?			
6B. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Original Signatures on all copies?			
6C. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Signed Work Logs?			
6D. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Invoices Included for Purchases and Services Over \$100.00?			
<b>7. DEPARTMENT USE ONLY This invoice approved for payment by:</b>			
Parks and Trails Area Supervisor (print name)		Date of signature:	
Payment Status	Date	FY	Amount
<input type="checkbox"/> Final	Vendor Number:		CFMS Number:
<input type="checkbox"/> Partial	Invoice Number		Parks and Trails Area Supervisor signature
Notes:			



# MINNESOTA OFF-HIGHWAY VEHICLE TRAILS ASSISTANCE PROGRAM

## Operator's Work Log Sheet Hours and Rate (FORM 6)

Trail Name		Sponsor										Year				
Ros/Low		Roseau County										2015				
Date Month /Day (1)	Operator Name (2)	Labor			Mode of Transportation (6)	Transportation			Other Equipment Used (Include Make & Model) (10)	Other Equipment			TOTAL COST (14)	Work & Location (15)	Expenditure Type Code (16)	
		Hours (3)	Rate (4)	Cost (5)		Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)	Cost (13)				
1/18	Loren Giverson	5hr	20. <sup>00</sup>	100. <sup>00</sup>	Truck	32mils	58	19. <sup>00</sup>	Pay Loader	20	90. <sup>00</sup>	1800. <sup>00</sup>				
1/18	Myles Hoganson	5hr	20. <sup>00</sup>	100. <sup>00</sup>	Truck	32mils	58	19. <sup>00</sup>	Tractor Loader	10	50. <sup>00</sup>	500. <sup>00</sup>				
1/19	Myles Hoganson	7hr	20. <sup>00</sup>	140. <sup>00</sup>	Truck	32mils <del>32mils</del>	58	19. <sup>00</sup>	Dump 3-Trucks	504 miles	8. <sup>00</sup>	4032. <sup>00</sup>				
1/20	Myles Hoganson	8hr	20. <sup>00</sup>	160. <sup>00</sup>	Truck	32mils	58	19. <sup>00</sup>								
1/23	Myles Hoganson	2hr	20. <sup>00</sup>	40. <sup>00</sup>	Truck	32mils	58	19. <sup>00</sup>								
12/01	Loren Giverson	-	-	-	Truck	224 miles	58	130. <sup>00</sup>								
12/06	Myles	-	-	-												
4/22	Myles	2.25	20. <sup>00</sup>	45. <sup>00</sup>												
		S	585. <sup>00</sup> Cost (17)			S	225. <sup>00</sup> Cost (18)			S	6332. <sup>00</sup> Cost (19)			S	7142. <sup>00</sup> Total Cost (20)	

NOTES: \_\_\_\_\_

Signature (21) \_\_\_\_\_ Date (22) \_\_\_\_\_

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.

- EXPENDITURE TYPE CODE
- |                             |                              |   |
|-----------------------------|------------------------------|---|
| A. ADMINISTRATION           | D. FACILITIES                | G. GROOMING (only used for winter OHV trail maintenance by dragging a trail to re-shape snow) |
| B. ACQUISITION / RELOCATION | E. TRAIL SYSTEM MAP PRINTING | H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year)                               |
| C. CONSTRUCTION             | F. MAINTENANCE               |   |









**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**

Possible road work at Springsteel and Warroad Estates; building permit for Dollar General (Hwy. 11 and Pahlen); may purchase grader (GAP contacted Ketring);

**April 21 – Social Services – Roseau**

**April 21 – Highway – Roseau**

**April 22 – County Garage – Warroad**

Met with City Superintendent Kleinschmidt and City Administrator Lovelace. Proposal will be presented to Warroad Utility Commission in May.

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

**April 28 – Roseau County Board – Roseau**

## **JACK SWANSON COMMITTEE REPORTS**

**APRIL 15, 2015 - CEWD STEERING COMMITTEE; NACO committee on community economic development; committee chair asked that counties send a list of burdensome federal regulations that could be compiled for the White House Office of Management & Budget**

**APRIL 17, 2015 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (ST PAUL); supported task force recommendation for child protection changes**

**APRIL 21, 2015 - SOCIAL SERVICES BOARD**

**APRIL 21, 2015 - HIGHWAY COMMITTEE**

**APRIL 24, 2015 - ROSEAU SCHOOL BOARD**