

## **REGULAR BOARD MEETING AGENDA**

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on March 8, 2016, 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\***

1. Greg Nelson, DNR NW Regional Director – LUP/Con Con Land Discussion

**9:35 Consent Agenda**

1. February 23, 2016 Board Proceedings
2. Rt Vision Contract Addendum
3. Electrical Panel Relocation Project

**9:40 Department Reports**

1. Highway
  - a. CSAH 72 Bridge Project

**9:45 County Board Items**

1. Commissioner Committee Reports

**10:30 Unfinished Business**

**10:30 Adjourn**

**\*Limited to five minutes**





# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

February 23, 2016

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, February 23, 2016 at 9:00 a.m.

## CALL TO ORDER

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

## APPROVAL OF AGENDA

A TriMin Systems, Inc. (IFS) contract ratification and a City of Warroad/Roseau County property exchange Resolution were added to the Auditor's Office Department Report. A motion to approve the amended Agenda was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Auditor Monsrud discussed Board of Appeal and Equalization training options with the Board.

## APPROVE BILLS

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

### Warrants Approved For Payment 2/18/2016

<u>Vendor Name</u>	<u>Amount</u>
ROSEAU CITY	8,657.45
5 Payments less than 2,000.00	1,579.14
<b>Final Total:</b>	<b>10,236.59</b>

### Warrants Approved On 2/23/2016 For Payment 2/26/2016

<u>Vendor Name</u>	<u>Amount</u>
EMERGENCY AUTO TECH INC	8,041.72
GREENBUSH CITY	4,000.00
JOHNSON OIL CO INC	4,347.89
KITTSOON CO AUDITOR	3,901.78
MATTSON PHARMACY INC	2,595.57
MSOP-MN SEX OFFENDER PROGRAM-D	4,265.60
NORTHERN RESOURCES COOPERATIVE	2,409.86
SIMPLEX GRINNELL LP	6,885.97
UND FORENSIC PATHOLOGY	2,939.25
61 Payments less than 2,000.00	27,422.52
<b>Final Total:</b>	<b>66,810.16</b>

In addition, the Board approved a forthwith payment to O'Neil Lund, in the amount of \$800.00 for beaver dam removal, (CD91 and CD95).

## **BOARD APPOINTMENT**

### Jim Atkinson – Great Northern Transmission Line Project

Jim Atkinson, Environmental Siting and Permitting Manager for Minnesota Power, and Matt Hagelin, Property and Right-of-Way Agent for Allete, met with the Board to provide an update on the Great Northern Transmission Line Project. Mr. Atkinson stated that the Administrative Law Judge made a recommendation to the Minnesota Public Utilities Commission to grant a Route Permit to Minnesota Power for this project. A map was distributed which detailed the proposed route. This route closely follows the route originally preferred by the Board. Mr. Hagelin informed the Board that the process of obtaining right-of-entrance is underway with surveys in progress.

### Richard Magnusson, Roseau County Agricultural Society

Roseau County Fair Board Secretary Richard Magnusson updated the Board on the activities of the Red River Valley Development Association (RRVDA) and thanked them for their annual appropriation. Mr. Magnusson noted that Virgil and Pat Gryskiewicz have been chosen as the RRVDA Valley Farmer and Homemaker of the Year for 2016.

In addition, Mr. Magnusson provided an update on the Fair Board's recent activities and thanked the County Board for their appropriation to the Roseau County Agricultural Society.

## **CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously. The Board, by adoption of its Consent Agenda, approved the February 9, 2016 Board Proceedings.

## **DEPARTMENT REPORTS**

### Highway

Engineer Ketring met with the Board to request approval to call for bids on County bituminous overlay/aggregate shoulders and seal coat projects.

A motion to call for bids on the following road projects was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously:

- SAP 068-602-043, Bituminous Overlay/Aggregate Shoulders on CSAH 2, between CSAH 13 and CSAH 5.
- SAP 068-602-044, Bituminous Overlay/Aggregate Shoulders on CSAH 2, between CSAH 9 and CSAH 13.
- SAP 068-604-029, Bituminous Overlay/Aggregate Shoulders on CSAH 4, between TH 11 and CSAH 3.
- SAP 068-607-018, Bituminous Overlay/Aggregate Shoulders on CSAH 2, between CSAH 4 and TH 11.

A motion to call for bids on the following road project was made by Commissioner Foldesi, seconded by Commissioner Miller and carried unanimously:

- SP 068-604-028, Bituminous Overlay/Aggregate Shoulders on CSAH 4, between west County line and TH 11.

A motion to call for bids on the County's 2016 Seal Coat and Fog Seal Projects (SAP 068-030-003) on CSAH 5, CSAH 12, and CSAH 20, was made by Commissioner Miller, seconded by Commissioner Phillipe and carried unanimously.

### Auditor

Auditor Monsrud met with the Board to request approval to fill the Deputy Auditor-Payroll/Elections position, ratify a Contract for the Integrated Financial System (IFS) and to adopt a Resolution in support of the City of Warroad/Roseau County property exchange/sale.

A motion to approve the hire of Shanda Christofferson as Deputy Auditor-Payroll/Elections, effective March 7, 2016, (regular full time, Grade 5, Step A), was made by Commissioner Phillipe, seconded by Commissioner Miller and carried unanimously.

A motion to ratify a contract between Trimin Systems, Inc. and the Minnesota Counties Computer Cooperative, for computer programming and technical assistance for the County's IFS, effective January 1, 2016 through December 31, 2018, was made by Commissioner Foldesi, seconded by Commissioner Falk and carried unanimously.

A motion was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously to adopt the following Resolution:

2016-02-02

WHEREAS, the Roseau County Board met on February 23, 2016;

WHEREAS, on said date it was unanimously approved by said Board, to approve and authorize the sale of the real estate described below to the City of Warroad, a municipal corporation under the laws of the State of Minnesota;

NOW THEREFORE BE IT RESOLVED,

1. That the County of Roseau, a municipal corporation under the laws of the State of Minnesota, shall sell to the City of Warroad, a municipal corporation under the laws of the State of Minnesota, for the sum of \$26,900.00, real property located in the County of Roseau, State of Minnesota, described as follows:

Lots One (1), Two (2), Three (3), Four (4) and Five (5), of Block Five (5), Fairview Addition to the City of Warroad, according to the recorded plat thereof.

2. That the Roseau County Board Chair and Roseau County Auditor are authorized to sign the Warranty Deed on behalf of the County of Roseau.

## **COUNTY BOARD ITEMS**

### Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Social Services Board, 2/16/16; Highway Committee, 2/16/16; Township Officers meeting, 2/16/16; Northwest Community Action, 2/18/16.

Commissioner Foldesi reported on the following committee(s): Social Services Board, 2/16/16; Highway Committee, 2/16/16.

Commissioner Miller reported on the following committee(s): Veterans Fair, 2/9/16; Rinke Noonan, Wetland Drainage Conference, 2/11/16; Minnesota Rural Counties Caucus, 2/12/16; Soil and Water Conservation District, 2/16/16; Social Services Board, 2/16/16; Highway Committee, 2/16/16; Township Officers meeting, 2/16/16; Minnesota Rural Counties Caucus, 2/19/16; Joint Powers Natural Resource Board, 2/22/16.

Commissioner Swanson submitted the following report: National Association of Counties (NACo) Community, Economic and Workforce Development Policy Committee, 2/9/16; Roseau County Farmer/Homemaker of the Year Nominating Committee, 2/10/16; Roseau Convention and Visitors Bureau, 2/10/16; Statewide Emergency Communications Board Finance Committee, 2/11/16; Team EPIC, Developmental Assets training, 2/11/16; Association of Minnesota Counties Transportation Work Group, 2/12/16; Social Services Board,

2/16/16; Highway Committee, 2/16/16; Roseau County Township Officers meeting, 2/16/16; Household Hazardous Waste Joint Powers Board, 2/17/16; Domestic Violence Court Advisory Committee, 2/18/16; Roseau School Board, 2/18/16; NACo Legislative Conference, Washington D.C., 2/20-2/24/16.

Upon motion carried, the Board adjourned the regular Meeting at 10:35 a.m. The next Regular Meeting of the Board is scheduled for March 8, 2016 at 9:00 a.m.

Attest:

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

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

\_\_\_\_\_  
Roger Falk, Chair  
Board of County Commissioners  
Roseau County, Minnesota

DRAFT





[www.rtvision.com](http://www.rtvision.com)

115 2nd St NE  
PO Box 394  
Little Falls, MN 56345

February 17, 2016

Roseau County, MN

**AGREEMENT EXPIRATION**

45 Days

**AGREEMENT TERMS**

Net 30 - 50% Invoiced Upon Signed Agreement / 50% Invoiced Upon Completion

PRODUCT	DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL
<b>Enhancement</b>	720 sick leave cap accrual system rule: At the end of the pay period, any accrued Sick Leave hours causing the employee's sick leave balance to go over 720 will instead be split in half and put into a "Sick Bank" accrual bank and their Vacation bank. Enhancement will be added to both Timecard-Basic and Timecard-Plus.	\$150.00	24.90	\$3,735.00
<b>Support/Maintenance</b>	Annual support/maintenance to keep enhancement current with latest release. Please note: amount will be pro rated and added to Timecard-Plus/Basic support invoice.	\$747.00	1.00	\$747.00
			<b>Total</b>	<b>\$4,482.00</b>

If you have any questions regarding this agreement, please  
contact RtVision @ 320-632-0760.

**THANK YOU FOR YOUR BUSINESS!**

\_\_\_\_\_  
Authorized By

\_\_\_\_\_  
Date





# BERGSTROM ELECTRIC, INC.

Full Service - Design - Commercial - Industrial - Underground - Overhead - Contracting - Engineering

701 Dawn Avenue - Thief River Falls, MN 56701

Phone: (218) 681-7422 Fax: (218) 681-6288 E-Mail: rpenn@bergstromelectric.com

## Proposal

PROPOSAL SUBMITTED TO: <b>Roseau County Courthouse</b>		PHONE: <b>218-469-0661</b>	DATE <b>February 18, 2016</b>
STREET:		FAX:	
CITY, STATE AND ZIP CODE: <b>Roseau MN. 56751</b>		JOB NAME: <b>Board room emergency power panel.</b>	
ARCHITECT:		PROPOSAL #:	JOB LOCATION: <b>Roseau</b>
		ATTN: <b>Chris</b>	JOB PHONE:

We hereby submit certification and estimate for: **Provide labor and materials for the following.**

**Install a new 18 circuit panelboard with a new 60 amp feed from existing emergency panel.**

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sun of: **Four thousand eight hundred dollars and no/100** (\$ **4800.00** )

Payment to be made as follows:

**At Completion/As Work Progresses**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature:

*Chad Bottem*

NOTE: This proposal may be withdrawn by us if not accepted within **30** days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

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

Date of Acceptance: \_\_\_\_\_

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

302 North Main, Crookston, MN Ph (218) 281-7571 Fx (218) 281-1911  
1100 2nd Avenue, Devils Lake, ND 58301 Ph (701) 662-5823 Fx (701) 662-8996  
Hwy 81 North, Box 13152, Grand Forks, ND 58208 Ph (701) 775-8897 Fx (701) 772-4951  
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# Roseau County Request for Board Action

<b>Agenda Item #:</b> Department Reports 1a <small>(for office use only)</small>	
<b>Requested Board Date:</b>	March 8, 2016
<b>Originating Department:</b> Highway	
<b>Subject Title (as it will appear on the Agenda):</b> CSAH 72 Bridge Project	<b>Presenter:</b> Brian Ketring
	<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>  Contract for SAP 068-672-008, Bridge Deck Repair and Overlay on CSAH 72, Center Street in Roseau.	
<b>Background:</b>  	
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None	
<b>Agenda Classification for County Board Meeting:</b>	
<input type="checkbox"/> Delegations	<input type="checkbox"/> Consent Agenda
<input checked="" 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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# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board Items 1 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	March 8, 2016	<b>Originating Department:</b> Coordinator
<b>Subject Title (as it will appear on the Agenda):</b> Commissioners Committee Reports		<b>Presenter:</b> Commissioners
		<b>Estimated Amount of Time Needed for Discussion:</b> <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
<b>Board Action Requested:</b> Commissioners will present their Committee Reports.		
<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 type="checkbox"/> Consent Agenda	
<input type="checkbox"/> Department Reports	<input type="checkbox"/> Committee Reports	
<input checked="" 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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## **JACK SWANSON COMMITTEE REPORTS**

**FEBRUARY 20-24, 2016 - NATIONAL ASSOCIATION OF COUNTIES LEGISLATIVE CONFERENCE (WASHINGTON, DC); attended as AMC President; congressional breakfast Feb 24 included both Senators and 5 of 8 Representatives**

**FEBRUARY 26, 2016 - BIG FOUR (ST PAUL); discussion of health care costs for public employees; legislative priorities for each of the groups - common themes are transportation, and CPA/ LGA funding**

**MARCH 1, 2016 - OPERATIONS COMMITTEE**

**MARCH 1, 2016 - COMMITTEE OF THE WHOLE**

**MARCH 2, 2016 - COMMUNITY JUSTICE COORDINATING COMMITTEE; quarterly Team EPIC meeting**

**MARCH 3, 2016 - ASSOCIATION OF MINNESOTA COUNTIES EXECUTIVE COMMITTEE; teleconference on agenda for AMC Legislative Conference, and agenda for March Board of Directors meeting**

**MARCH 4, 2016 - ASSOCIATION OF MINNESOTA COUNTIES TRANSPORTATION WORKING GROUP (ST PAUL)**

**MARCH 7, 2016 - ROSEAU CITY COUNCIL**