
REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on June 14, 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*

9:10 Consent Agenda

1. May 24, 2016 Board Proceedings
2. Temporary On-Sale Liquor License – Wojo Rodeo
3. Credit Card Committee
4. Personal Leave Request
5. Payroll Change Request
6. Mass Mutual Financial Group Plan Amendment

9:20 Department Reports

1. Highway
 - a. Department Reorganization – Job Description Evaluation Results
 - b. Advertise for Hire – Survey Crew Chief
 - c. Advertise for Hire – GIS Technician
 - d. Payroll Change Request
 - e. Call for Bids – Greenbush Shop

10:00 County Board Items

1. Commissioner Committee Reports

11:00 Unfinished Business

11:00 Adjourn

***Limited to five minutes**

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

May 24, 2016

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, May 24, 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, Glenda Phillipe and Jack Swanson.

APPROVAL OF AGENDA

An HRA Board appointment was added to the Consent Agenda and a discussion on Highway Department re-organization was added to Highway 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 stated that the current legislative session is complete and noted the possibility of a special session.

APPROVE BILLS

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

Warrants Approved For Payment 5/12/2016

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	2,846.85
MN DEPT OF FINANCE -TREAS	2,542.50
POLARIS INDUSTRIES INC	8,656.02
ROSEAU CITY	8,402.32
12 Payments less than 2,000.00	5,639.68
Final Total:	28,087.37

Warrants Approved For Payment 5/19/2016

<u>Vendor Name</u>	<u>Amount</u>
R B RITCHIE BROS.	18,924.06
Final Total:	18,924.06

Warrants Approved For Payment 5/19/2016

<u>Vendor Name</u>	<u>Amount</u>
8 Payments less than 2,000.00	4,087.12
Final Total:	4,087.12

Warrants Approved On 5/24/2016 For Payment 5/27/2016

<u>Vendor Name</u>	<u>Amount</u>
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AMERICAN SOLUTIONS FOR BUSINESS	2,828.24
AVIANDS LLC	8,149.22
BERGSTROM ELECTRIC INC	3,560.62
CDW GOVERNMENT INC	4,605.87
DLT SOLUTIONS INC	4,185.48
ELECTION SYSTEMS & SOFTWARE INC	12,310.90
JOHNSON MARKSTROM CONSTRUCTION	3,720.00
JOHNSON OIL CO INC	4,431.60
LIFECARE MEDICAL CENTER	10,241.06
MAR-KIT LANDFILL	38,002.80
MSOP-MN SEX OFFENDER PROGRAM-D	4,265.60
ROSEAU CO HWY DEPT	6,284.88
TASER INTERNATIONAL	6,092.18
UND FORENSIC PATHOLOGY	2,939.25
45 Payments less than 2,000.00	20,389.81
Final Total:	132,007.51

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Marc Bloomquist, MN Department of Corrections (DOC)

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

Kristine Anderson, Northwest Private Industry Council (NWPIC)

Director Kristine Anderson met with the Board to provide an overview of NWPIC programs/activities and requested approval of an amended Joint Powers Agreement (JPA). Ms. Anderson noted that the changes to the JPA are mandated by Federal law. A motion to approve the amended JPA agreement was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously.

Scott Johnson, Roseau County Soil and Water Conservation District

District Manager Scott Johnson met with the Board to request matching funds for the Inspector/Educator Budget with the Lake of the Woods County Aquatic Invasive Species (AIS) Collaboration project. A motion to provide \$20,000.00 in matching funds, in order to partner with Lake of the Woods County to provide increased AIS inspection staff, was made by Commissioner Miller, seconded by Commissioner Swanson and carried unanimously.

Janine Lovold, Roseau County Soil and Water Conservation District

District Technician Janine Lovold, along with Board of Water and Soil Resources Board Conservationist Matt Fischer, met with the Board to discuss adopting a Resolution of Support for the Lake of the Woods One Watershed, One Plan Project. A motion was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously to adopt the following Resolution:

2016-05-01

Resolution to Support a Lake of the Woods One Watershed, One Plan Project

WHEREAS, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known

as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

WHEREAS, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

WHEREAS, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

WHEREAS, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

WHEREAS, the counties, soil and water conservation districts, and watershed districts within the Lake of the Woods Watershed #46, as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

NOW, THEREFORE, BE IT RESOLVED, that Roseau County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

BE IT FURTHER RESOLVED that Roseau County welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Lake of the Woods Watershed for watershed-scale planning efforts in the future; and

BE IT FURTHER RESOLVED that the Roseau County Board supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the Lake of the Woods Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Phillipe, seconded by Commissioner Foldesi and carried unanimously. The Board, by adoption of its Consent Agenda, approved the May 10, 2016 Board Proceedings; approved the Roseau County Trailblazers 4th Benchmark and the 2016-2017 Maintenance and Grooming Grant Application (Resolution #2016-05-02); authorized advertising for a Warroad River Watershed District Board Manager to fill the remaining term of Richard Battles; and, approved the appointment of Jack Swanson to a five year term on the Northwest Minnesota Multi-County Housing and Redevelopment Authority Board effective June 30, 2016.

DEPARTMENT REPORTS

Highway Department

Engineer Brian Ketring met with the Board to request a final payment; approval of ditch brushing contracts; approval of a ditch spraying contract; and, to discuss Department re-organization due to the retirement of two long-time employees.

A motion to approve final payment to Northwest Concrete Products, Inc., in the amount of \$59,767.64, for Ditch Brushing Project 1509, was made by Commissioner Foldesi, seconded by Commissioner Miller and carried unanimously.

A motion to approve a contract with Northwest Concrete Products, Inc., in the amount of \$127,881.60, for 2016 Ditch Brushing Contract #1610, was made by Commissioner Swanson, seconded by Commissioner Miller and carried unanimously.

A motion to approve a contract with Northwest Concrete Products, Inc., in the amount of \$125,442.30, for 2016 Ditch Brushing Contract #1611, was made by Commissioner Swanson, seconded by Commissioner Miller and carried unanimously.

Engineer Ketring explained that no bids were received for Ditch Spraying Contract #1612 and stated that he will re-advertise the project.

Engineer Ketring requested the Board consider re-organizing his department due to recent employee retirements. Re-organization would necessitate Board approval to revise job descriptions for the existing positions of Senior Highway Technician, Survey Crew Chief, and Highway Technician. In addition, Ketring requested Board approval to create a job description for the new position of GIS Technician. Ketring explained that all of these new job descriptions would be sent to MRA for review and pay scale classification. A motion to have the Senior Highway Technician, Survey Crew Chief, Highway Technician, and GIS Technician job descriptions sent to MRA was made by Commissioner Phillippe, seconded by Commissioner Miller and carried unanimously.

COMMITTEE REPORTS

Building Committee

Project Manager Pat Weerts of Kraus-Anderson met with the Board to request approval of the proposal for the Courthouse fascia, plaster, soffit and joint repair project. A motion to accept the proposal in the amount of \$160,123.80, was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

COUNTY BOARD ITEMS

Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Social Services Board, 5/17/16; Highway Department meeting, 5/17/16.

Commissioner Foldesi reported on the following committee(s): Social Services Board, 5/17/16; Highway Department meeting, 5/17/16.

Commissioner Miller reported on the following committee(s): Deferred to June 14, 2016 Board meeting.

Commissioner Phillippe reported on the following committee(s): Social Services Board, 5/17/16; Highway Department meeting, 5/17/16; Northwest Minnesota Household Hazardous Waste Management Joint Powers Board, 5/18/16; Lake Township Board, 5/18/16; Warroad Parks and Recreation, 5/20/16.

Commissioner Swanson reported on the following committee(s): Building Committee, 5/10/16; Jadis Town Board, 5/10/16; Northwest Minnesota Emergency Communications Board, 5/11/16; Association of Minnesota Counties (AMC) Transportation Working Group, 5/12/16; AMC Futures Task Force, 5/12-5/13/16; AMC Past President's Task Force, 5/13/16; AMC Executive Committee, 5/13/16; AMC Transportation Working Group, 5/16/16; Social Services Board, 5/17/16; Highway Committee meeting, 5/17/16; Northwest Minnesota Multi-County Housing and Redevelopment Authority, 5/18/16; Team EPIC, 5/19/16; AMC Transportation Working Group, 5/20/16; AMC Governance Committee Teleconference, 5/23/16.

Upon motion carried, the Board adjourned the regular Meeting at 11:30 a.m. The next Regular Meeting of the Board is scheduled for June 14, 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



Roseau County Request for Board Action

Agenda Item #: Consent 2 <small>(for office use only)</small>	
Requested Board Date:	June 14, 2016
Originating Department: Auditor	
Subject Title (as it will appear on the Agenda): Temporary On-Sale Liquor License	Presenter: Martie Monsrud
	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: Karlstad Eagles Club has applied for a 1 to 4 day Temporary on-sale (intoxicating) liquor license for the Wojo Rodeo being held July 1 and 2, 2016.	
Background: In the past Roseau County has issued a Temporary 3.2 Malt License. This license is approved by Roseau County but the Minnesota Department of Alcohol and Gambling Enforcement Division actually issues the license. I have had the County Sheriff and County Attorney review all required documents for their approval.	
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" 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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Roseau County Request for Board Action

Agenda Item #: Consent 4 <small>(for office use only)</small>	
Requested Board Date:	June 14, 2016
Originating Department: Information Technology	
Subject Title (as it will appear on the Agenda):	
Personal Leave Request	
Presenter: Chris Stauffer	
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:	
Consider approval of a personal leave request for IT Technician Chad Wulff, who will be out of the office from June 9 th – June 27 th .	
Background:	
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" 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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Roseau County Board
June 2016 Meetings

Glenda A. Phillipe
District One

May 24: Website Committee – Roseau

June 7: Committee of the Whole – Roseau

June 7: Operations – Roseau

June 9: AMC District Conference – Warroad

June 13: Warroad City Council – Warroad

June 13: Warroad School Board – Warroad

June 14: Roseau County Board – Roseau

June 14: Beltrami State Park Open House – Warroad

June 15: Lake Township – Warroad

JACK SWANSON COMMITTEE REPORTS

MAY 25-27, 2016 - WESTERN INTERSTATE REGION ANNUAL CONFERENCE (JACKSON HOLE, WY); represented the Association of Minnesota Counties at WIR

JUNE 1, 2016 - COMMUNITY JUSTICE COORDINATING COMMITTEE; quarterly meeting of Team EPIC

JUNE 3, 2016 - BIG FOUR (ST PAUL); mental health first aid; presentation from Kay Mack (Beltrami County Administrator) and Joy Johnson (COO/ Sanford Health Bemidji) on Beltrami County pilot project on mental health crisis beds

JUNE 7, 2016 - OPERATIONS COMMITTEE

JUNE 7, 2016 - COMMITTEE OF THE WHOLE

JUNE 8, 2016 - ASSOCIATION OF MINNESOTA COUNTIES DISTRICT 2 SPRING MEETING (BEMIDJI)

JUNE 9, 2016 - ASSOCIATION OF MINNESOTA COUNTIES DISTRICT 3 SPRING MEETING (WARROAD)

JUNE 9, 2016 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE; teleconference

JUNE 10, 2016 - ASSOCIATION OF MINNESOTA COUNTIES DISTRICT 4 SPRING MEETING (DETROIT LAKES)

JUNE 13, 2016 - ASSOCIATION OF MINNESOTA COUNTIES EXECUTIVE COMMITTEE; teleconference

JUNE 13, 2016 - ROSEAU CITY COUNCIL