

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

December 11, 2007

The Board of Commissioners of Roseau County, Minnesota met in the courthouse in the City of Roseau, Minnesota on Tuesday, December 11, 2007 at 8:30 a.m.

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by County Board Chair Jack Swanson. The Pledge of Allegiance was recited. Commissioners present were Jack Swanson, Alan Johnston, Russell Walker and Mark Foldesi. Commissioner Orris Rasmussen was excused.

APPROVAL OF AGENDA

Approval of two forthwith payments was added to the consent agenda. Highway Department Employee Association Negotiations was added to the consent agenda. Scheduling a meeting with Two Rivers Watershed District Board of Managers was added to discussion. A motion was made by Commissioner Walker, seconded by Commissioner Foldesi, and carried unanimously to approve the amended agenda.

CONSENT AGENDA

A motion to adopt the consent agenda was made by Commissioner Walker, seconded by Commissioner Johnston, and carried unanimously.

The Board, by adoption of its consent agenda, approved proceedings of the November 27, 2007 Board Meeting.

The Board, by adoption of its consent agenda, accepted a Minnesota DNR Snowmobile Enforcement Grant in the amount of \$6,013.

The Board, by adoption of its consent agenda, approved the Geo Com 2008 Service Contract in the amount of \$2,496 for a term commencing December 1, 2007 and expiring November 30, 2008.

The Board, by adoption of its consent agenda, approved the FY08 Enhancement Grant for Veterans Affairs Office in the amount of \$4,000.

The Board, by adoption of its consent agenda, awarded a three (3) year snow removal contract to Northwest Concrete, Inc.

The Board, by adoption of its consent agenda, approved the following forthwith payments: D & J Radio, \$5,349.22, Horner Plumbing, \$220.00, Jeff O'Donnell \$3,020 and Bryan Erickson Auto \$11,364.75

The Board, by adoption of its consent agenda, approved bills for payment as follows:

AMOUNT VENDOR NAME

5508.80 BADGER CITY
3428.62 NW REGIONAL DEV COMM

AMOUNT VENDOR NAME

3527.73 GREENBUSH CITY
406.46 ROOSEVELT CITY

KLEIN MCCARTHY ARCHITECTS

Mark Schneider of Klein McCarthy Architects met with the Board. Mr. Schneider presented Change Order J-009 for approval. The change order includes four items previously approved including sally port bollards, ventilation in the data rooms in the courthouse and social service buildings, a door hardware change in the detention center and an upgrade to the DVR and camera system in the detention center. A motion was made by Commissioner Walker, seconded by Commissioner Foldesi, and carried to adopt the following resolution:

2007-12-01

BE IT RESOLVED, that the Board does hereby approve Jail Change Order J-009 in the amount of \$12,530.86.

BE IT FURTHER RESOLVED, that the Board authorizes Chair Swanson to sign the Change Order on behalf of Roseau County.

Mr. Schneider informed the Board that \$29,000 remains in the jail contingency fund. Mr. Schneider presented a Certificate of Substantial Completion on the Roseau County Detention Center. A motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously to adopt the following resolution:

2007-12-02

BE IT RESOLVED, that the Board does hereby accept the Certificate of Substantial Completion from Klein McCarthy Architects on the Roseau County Detention Center.

BE IT FURTHER RESOLVED, that the Board authorizes Chair Swanson to sign the Certificate on behalf of Roseau County.

Mr. Schneider presented a Certificate of Substantial Completion on the exterior of the Roseau County Social Service building. Mr. Schneider previously presented a Certificate of Substantial Completion on the interior of the Roseau County Social Service building. A motion was made by Commissioner Foldesi, seconded by Commissioner Johnston, and carried unanimously to adopt the following resolution:

2007-12-03

BE IT RESOLVED, that the Board does hereby accept the Certificate of Substantial Completion from Klein McCarthy Architects for the exterior of the Roseau County Social Service building.

BE IT FURTHER RESOLVED that the Board authorizes Chair Swanson to sign the Certificate on behalf of Roseau County.

The Board discussed the system that is in place to remove smoke from the detention center in the event of a fire. Mr. Schneider noted that the current system does remove the smoke but at a slow rate. It has been suggested that the system be adjusted to allow for quicker evacuation of the smoke from the dispatch center area. No action was taken.

Sheriff Hanson informed the Board that he had requested Klein McCarthy do a study of the potential uses and a cost analysis for renovation of the old law enforcement center. Mr. Schneider will put together a quote to do this work and provide it to the Board for the next meeting.

The Board reviewed two plans and associated quotes for renovation work in the extension suite. The Board discussed at length the limited space available in the courthouse and the need to insure the core functions can be housed here. The Board discussed the possibility that if the old law enforcement center is renovated that it may be a good space for the 4-H Coordinator, Nutrition Educator, and support staff to relocate. University of Minnesota Extension Regional Director Nathan Johnson addressed the Board regarding pros and cons of this possibility. These concerns are primarily regarding customer service and providing consistent availability to the public. Mr. Johnson stated that the preference is for these positions to stay within the courthouse. Commissioner Foldesi stated that he would like to see the Regional Center co-located with the 4-H Program and Nutrition Education programs.

Irene Wynne of Wynne Consulting met with the Board. Ms. Wynn informed the Board that per their request, Wynne Consulting had submitted a grant application to the Department of Economic Development for rehabilitation funding in the amount of \$592,000. Ms. Wynne reminded the Board that the initial application was step one and that Roseau County has now been invited to submit the full application. Conducting a public hearing on the submission of the full grant application is a requirement of the application process.

Chair Swanson recessed the regular Board meeting.

PUBLIC HEARING

A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried unanimously to open the public hearing. No written or oral communication was received and no public attended the public hearing.

A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried unanimously to close the public hearing.

Chair Swanson re-opened the Board meeting.

Ms. Wynne advised the Board that submission of the full application requires approval of a Joint Participation Agreement. Cities included in the Agreement would be Warroad, Strathcona, Badger, Roosevelt and Warroad. Greenbush would not be included because they submitted an application independently. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried by unanimous vote to adopt the following resolution:

2007-12-04

BE IT RESOLVED, that Roseau County act as the legal sponsor for the project contained in the Application to be submitted on January 31, 2008 and that the Roseau County Board of Chairman and County Auditor are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of Roseau County.

BE IT FURTHER RESOLVED that Roseau County has the legal authority to apply for financial assistance, and the institution, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that Roseau County has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, Roseau County may enter into an agreement with the State of Minnesota for the approved project, and that Roseau County certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED, that the County Board Chairman and County Auditor, or the successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

HIGHWAY DEPARTMENT

Engineer Ketring met with the Board. Mr. Ketring requested the Board close out two FEMA projects and authorize final payment to the contractors. A motion was made by Commissioner Walker, seconded by Commissioner Johnston, and carried unanimously to adopt the following resolution:

2007-12-05

BE IT RESOLVED, that the Board does hereby close out FEMA PW 265, JD NO. 61, and authorize final payment to Holthusen Construction in the amount of \$21,793.04

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

2007-12-06

BE IT RESOLVED, that the Board does hereby close out FEMA 2006 Disaster CD No. 9, Lateral 3 and authorize final payment to R & Q Construction, Inc. in the amount of \$3,158.87.

The Board discussed Two Rivers Watershed District's request to call an informational meeting on the Ditch No. 95 Survey. Engineer Ketring stated that he and Commissioner Foldesi have scheduled a meeting with Kittson County Engineer Kelly Bengston and Kittson County Commissioner Leon Olson on December 13, 2007 to review the survey. Mr. Ketring stated that at this meeting a date would be set to hold a State Ditch No. 95 Joint Ditch Authority meeting and that Barto, Polonia, Soler, and Juneberry townships would be invited as well as the Two Rivers Watershed District Board.

The Board discussed Two Rivers Watershed District request to schedule a series of meetings between representatives of their Board and representatives of the Roseau County Board to address outstanding concerns. The Board agreed this would be a good idea. Commissioner Foldesi suggested scheduling those meetings in January once the Ditch No. 95 matter has been addressed.

Engineer Ketring advised the Board that the Highway Committee has met and have recommended that two new snow plow trucks be ordered. Funding is in the 2008 budget, but scheduling is such that the trucks need to be ordered immediately for arrival by the next snow season. A motion was made by Commissioner Swanson, seconded by Commissioner Johnston, and carried unanimously to adopt the following resolution:

2007-12-07

BE IT RESOLVED, that the Board authorizes the Highway Committee to make an ordering decision on two snow plow trucks for the Highway Department and order the trucks prior to December 31, 2007.

Commissioner Walker publicly thanked Engineer Ketring, Assistant Engineer Tim Erickson and Engineering Supervisor Daryl Dahl for their assistance at the MN DNR Lost River State Forest trail review meeting.

Commissioner Swanson advised the Board that he and Commissioner Rasmussen had met with the Highway Department Employees Association and held a wage negotiation session. Commissioner Swanson reported the requests. The Board did not approve the request and advised Commissioners Swanson and Rasmussen to schedule another negotiation session.

DISCUSSION

The Board discussed Sheriff Hanson's request to use 2007 funds to purchase two administrative vehicles. The money has been approved in the 2008 budget, but the department is in need of the vehicles now. The Sheriff's Office will be trading in three vehicles to purchase the two administrative vehicles and has received quotes from local car dealerships. The Sheriff's Office would be purchasing a jeep from Bryan Erickson Auto and a Trail Blazer from Lake County Chevrolet. Both vehicles are used. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried unanimously to adopt the following resolution:

2007-12-08

BE IT RESOLVED, that the Board does hereby authorize the Sheriff's Office to purchase two administrative vehicles for the Sheriff's Office as part of the 2007 budget.

The Board discussed the Extension Suite renovation plan. The Board reviewed a quote and plan from Tony Dorn and from H & J Displays. The Board deferred action on the quotes but discussed moving forward with the construction of an office space on the north-east side of the office suite to accommodate, at least temporarily, Victim Services. The Board agreed that a door entrance from the main hallway should be added to the design. A motion was made by Commissioner Foldesi, seconded by Commissioner Walker, and carried unanimously to adopt the following resolution:

2007-12-09

BE IT RESOLVED, that the Board does hereby authorize Arnold Pederson to build an office, per design, in the north-east corner of the Extension Suite.

The Board discussed 2008 elected official salaries. The Board agreed to increase elected official salaries by 2%. A motion was made by Commissioner Foldesi, seconded by Commissioner Swanson, and carried by unanimous to adopt the following resolution:

2007-12-10

BE IT RESOLVED, that the Board does hereby set the Roseau County elected official wages for 2008 as follows:

Auditor \$65,663
Recorder \$53,113
Attorney \$81,221
Sheriff \$63,771
Treasurer \$59,359

BE IT FURTHER RESOLVED that the Treasurer will continue to be compensated \$250 per month for management of Vital Statistic and Passports.

The Board discussed the 2008 commissioner salary. The Board agreed upon a 2% increase. A motion was made by Commissioner Walker, seconded by Johnston, and carried unanimously to adopt the following resolution:

2007-12-11

WHEREAS, pursuant to Minnesota Statute § 375.055, "The County Commissioners shall receive as compensation for services rendered by them for their respective counties, salaries and in addition may receive per diem payments and reimbursement for necessary expenses in performing duties of the office as set by resolution of the County Board.

BE IT RESOLVED, the Board sets the 2008 Commissioner salary at \$18,564, reflecting a 2% increase over 2007.

The Board discussed per-diem payments for 2008. The Board agreed to leave in county and over night multiple day meeting per-diems reimbursement at the 2007 level but agreed to add a third category of per-diems for single day meetings that require an overnight stay. A motion was made by Commissioner Johnston, seconded by Commissioner Swanson, and carried unanimously to adopt the following resolution:

2007-12-12

BE IT RESOLVED, that the 2008 Commissioner in county per-diem is \$100.

BE IT FURTHER RESOLVED that the out of county multi-day meeting per-diem is \$150.

BE IT FURTHER RESOLVED that the 2008 out of county one day meeting requiring an overnight is \$200.

BE IT FURTHER RESOLVED that the second and third regular meetings of the Board are eligible for per-diem reimbursement.

The Board discussed committee per-diem reimbursement for non-elected committee members. A motion was made by Commissioner Foldesi, seconded by Commissioner Walker, and carried 3-1 with Commissioners Swanson, Walker, and Foldesi voting in favor and Commissioner Johnston opposed, to adopt the following resolution:

2007-12-13

BE IT RESOLVED, that 2008 per-diem reimbursement for non-elected committee members at a maximum of \$100.

The Board discussed 2008 appropriations. The Board agreed to set 2008 appropriations at the 2007 approved amount with the exception of the Heartland Tourism Association which the Board did not fund in 2007 but will fund in 2008. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried unanimously to adopt the following resolution:

2007-12-14

BE IT RESOLVED, that the Board does hereby approve the following appropriations for 2008:

Roseau County Medical Travel \$4,465
Roseau County Area Transit \$3,000
Rural Life Outreach \$750
Area Ag Information Center \$750
Memorial Day \$600
Northwest Regional Library \$86,000
Joint Powers Natural Resource Board \$2,000
Northern Counties Land Use Board \$5,000
Roseau County Agricultural Society (Fair) \$20,000
Roseau County Soil & Water Conservation District \$50,000
The International Coalition \$347
Pembina Trail Resource Conservation & Development Association \$400
Minnesota Heartland Tourism Association \$250
Minnesota Red River Development Association \$800
Roseau County Historical Society \$38,000

BE IT FURTHER RESOLVED, that the Board will fund the Soil & Water Conservation District an additional \$5000 for capital improvement expenditure (agriculture inspector vehicle purchase) upon request.

The Board discussed 2007 ambulance and fire protection appropriations from the Consolidated Conservation Fund. A motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously to adopt the following resolution:

2007-12-15

BE IT RESOLVED, that the Board does hereby authorize the following donations to the Warroad Ambulance and Rescue Squad: \$13,400 from the Consolidated Conservation Fund; \$4,000 from the Unorganized Twp. 161N., Rg. 35W. (Oaks) Fund; \$800 from the Unorganized Twp. 161N., Rg. 36W. (Clear River) Fund; \$800 from the Unorganized Twp. 161N., Rg. 37W.

(America) Fund; and \$6,000 from the Unorganized Twp. 160N., Rg. 37W. Fund; for a total of \$25,000; and

BE IT FURTHER RESOLVED, that the following donations be made to the Roseau Area Hospital District Ambulance: \$13,800 from the Consolidated Conservation Fund; \$4,000 from the Unorganized Twp. 159N., Rg. 37W. (Elkwood) Fund; \$6,000 from the Unorganized Twp. 160N., Rg. 37W. Fund; \$200 from the Unorganized Twp. 164N., Rg. 39W. Fund; \$200 from the Unorganized Twp. 164N., Rg. 40W. Fund; \$400 from the Unorganized Twp. 163N., Rg. 40W. Fund; and \$200 from the Unorganized Twp. 164N., Rg. 38W. (Upper Norland) Fund; for a total of \$24,800.00.

BE IT FURTHER RESOLVED, that the following donation be made to the Tri-County Ambulance: \$2,000 from the Unorganized Twp. 163N., Rg. 44W. (Blooming Valley) Fund; and

BE IT FURTHER RESOLVED, that the following donation be made to the Greenbush Fire Department: \$2,000 from the Unorganized Twp. 163N., Rg. 44W. (Blooming Valley) Fund.

The Board discussed timing of payment of the ambulance and fire appropriations. A motion was made by Commissioner Walker, seconded by Commissioner Foldesi, and carried unanimously to adopt the following resolution:

2007-12-16

BE IT RESOLVED, that the Board does hereby authorize payment of ambulance and fire donations upon their approval by the Board.

The Board discussed the interview team for the Homeland Security Emergency Management Director. Five applications have been received. The interviews are scheduled at the Roseau City Center Library Meeting room on December 19, 2007. Commissioners Johnston and Foldesi agreed to serve on the team. Coordinator Klein was directed to ask Sheriff Hanson if he would participate and to invite one other emergency services professional to serve on the team.

The Board reviewed and approved the 2008 Professional Service Contract between Roseau County and Laure Johnson for the provision of janitorial services. A motion was made by Commissioner Johnston, seconded by Commissioner Walker, and carried unanimously to adopt the following resolution:

2007-12-17

BE IT RESOLVED, that the Board does hereby approve the 2008 Professional Services Cleaning contract with Laure Johnson.

COMMITTEE REPORTS

Commissioner Swanson reported on the following committee meetings: Roseau County Health Fair, 11-29-07; Building Committee, 11-29-07; Roseau County Extension Committee, 11-29-07; Communications Committee, 11-30-07; AMC Annual Conference 12-3-07 to 12-5-07; Communication's Committee, 12-7-07; Roseau County Committee on Aging, 12-10-07; Building Committee, 12-10-07; Highway Employee Association Wage Negotiation Session, 12-10-07.

Commissioner Johnston reported on the following meetings: Lake of the Woods Water Sustainability Foundation Public Meeting, 11-29-08; MRCC, 12-2-07; AMC, 12-3-07 to 12-5-07; Lost River State Forest Trail Committee; 12-10-07.

Commissioner Walker reported on the following meetings: Lake of the Woods Water Sustainability Foundation Public Meeting, 11-29-08; Highway Department Committee; 11-30-07; MRCC, 12-2-07; AMC, 12-3-07 to 12-5-07; Lost River State Forest Trail Committee; 12-10-07.

Commissioner Foldesi reported on the following meetings: KaMaR, 12-10-07.

Upon motion carried, the meeting adjourned at 12:30 p.m. The Board will convene its next regular meeting at 8:30 a.m. on December 27, 2007.

Attest:

Teresa Klein, County Coordinator
Roseau County, Minnesota

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