
REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on January 10, 2017, 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. Dale Krystosek, BWSR – Roseau County Performance Review

9:20 Consent Agenda

1. January 3, 2017 Board Proceedings
2. Joint Powers Agreement – Bureau of Criminal Apprehension (BCA)

9:25 Department Reports

1. Auditor
 - a. 2017 Official Newspaper Bids
 - b. 2017 Liquor Licenses
2. Highway
 - a. Final Payment – MinnDak Paving

9:40 Committee Reports

9:40 County Board Items

1. Emergency Manager Discussion
2. Commissioner Committee Reports

10:30 Unfinished Business

10:30 Adjourn

***Limited to five minutes**

From: [Fischer, Matthew \(BWSR\)](#)
To: [Jeffrey D. Pelowski](#)
Cc: [Ann Marie Miller](#); [Krystosek, Dale \(BWSR\)](#)
Subject: January 10 County Board Meeting
Date: Friday, December 09, 2016 12:09:30 PM

Jeff,

Please put BWSR on the agenda for the January 10th meeting to discuss a Level II review for Roseau County and SWCD under our Performance Review and Assistance Program (PRAP). Dale Krystosek, PRAP Coordinator, will discuss the purpose of the review and what can be expected through the process. Level II reviews evaluate progress on plan implementation, operational effectiveness, and partner relationships.

Let me know if you need more information. We will plan on being there by 9:00 unless we hear differently from you. We will also plan on meeting with you sometime after 11:00 to briefly discuss the items that you will need to complete.

Thanks.

Matt Fischer
Board Conservationist
Board of Water and Soil Resources
403 4th St NW, Room 200
Bemidji, MN 56601
Office: 218-755-2683
Cell: 218-766-6496

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

January 3, 2017

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, January 3, 2017 at 9:00 a.m.

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Commissioner Roger Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe Jack Swanson and Commissioner-elect Russell Walker.

SWEARING IN CEREMONY

Commissioners Swanson and Walker were sworn in by Auditor Monsrud.

ELECTION OF ROSEAU COUNTY BOARD OFFICERS

Chair Falk called for nominations for Chair of the Roseau County Board for 2017. Commissioner Swanson nominated Commissioner Foldesi as Chair and Commissioner Phillipe as Vice-Chair. Falk called for further nominations. After calling for further nominations three times and hearing none, Falk called for a motion to cease nominations. A motion to cease nominations and cast a unanimous ballot for Commissioner Foldesi as Chair, and Commissioner Phillipe as Vice-Chair, was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously. Commissioner Falk turned the meeting over to Chair Foldesi.

APPROVAL OF AGENDA

A motion to approve the Agenda was made by Commissioner Phillipe, seconded by Commissioner Swanson and carried unanimously.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Falk, seconded by Commissioner Walker and carried unanimously. The Board, by adoption of its Consent Agenda, approved the December 27, 2016 Board Proceedings; set the 2017 mileage expense reimbursement rate at 53.5 cents per mile; set the 2017 meal expense reimbursement rate at a maximum of \$40.00 per day; set the 2017 pocket gopher bounty at \$2.50 per gopher with an additional \$1.00 reimbursement paid for gophers trapped in Unorganized Townships, (this matches the additional \$1.00 that Organized Townships pay for gopher bounty); set the 2017 beaver bounty at \$40.00 per beaver; and, authorized the County Auditor to pay routine bills, (a comprehensive list is available in the Auditor's Office).

DEPARTMENT REPORTS

Assessor Oath of Office

Per Minnesota Statute 273.061, County Assessors must be sworn in every four years. Assessor Lund was sworn in by Chair Foldesi for the term beginning January 1, 2017 and ending December 31, 2020.

COUNTY BOARD ITEMS

2017 Committee Appointments

The Board reviewed the 2017 Committee Appointments. A motion to approve the 2017 Committee Appointment List was made by Commissioner Swanson, seconded by Commissioner Phillipe and carried unanimously, as follows:

Association of MN Counties - Executive Committee	
Committee Members	Alternate(s)
Commissioner Jack Swanson	
Association of MN Counties Agriculture & Rural Task Force	
Committee Members	Alternate(s)
Commissioner Roger Falk	Commissioner Mark Foldesi
Commissioner Russell Walker	
Association of MN Counties - Broadband Sub-Committee	
Committee Members	Alternate(s)
Commissioner Jack Swanson	Commissioner Glenda Phillipe
Association of MN Counties - County Delegates	
Committee Members	Alternate(s)
Commissioner Roger Falk	
Commissioner Mark Foldesi	
Commissioner Russell Walker	
Commissioner Glenda Phillipe	
Commissioner Jack Swanson	
Social Services Director Dave Anderson	
CC/ESD Jeff Pelowski	
Auditor Martha Monsrud	
Association of MN Counties Futures Task Force	
Committee Members	Alternate(s)
Commissioner Jack Swanson	
Association of MN Counties General Government Policy Committee	
Committee Members	Alternate(s)
Commissioner Glenda Phillipe	
Association of MN Counties Health & Human Services Policy Committee	
Committee Members	Alternate(s)
Social Services Director Dave Anderson	
Association of MN Counties Environment and Natural Resources Policy Committee	
Committee Members	Alternate(s)
Commissioner Russell Walker	
Association of MN Counties Local Government Water Roundtable	
Committee Members	Alternate(s)
Commissioner Jack Swanson	
Association of MN Counties Public Safety Policy Committee	
Committee Members	Alternate(s)
Commissioner Jack Swanson	
Association of MN Counties Transportation & Infrastructure Policy Committee	
Committee Members	Alternate(s)
Commissioner Roger Falk	
Audit/Finance Committee	
Committee Members	
Commissioner Roger Falk	
Commissioner Russell Walker	
Auditor Martha Monsrud	
Treasurer Diane Gregerson	
Chief Deputy Tobi Eidsmoe	

Building Committee**Committee Members**

Commissioner Roger Falk
 Commissioner Jack Swanson
 CC/ESD Jeff Pelowski
 Auditor Martha Monsrud
 Social Services Director Dave Anderson
 Sheriff Steve Gust
 IT Administrator Chris Stauffer
 Engineer Brian Ketring
 Building Mgmt. Supervisor Lenny Johnson

Alternate(s)

Commissioner Mark Foldesi
 Commissioner Russell Walker
 Commissioner Glenda Phillipe

Cities Counties and Other Government Agencies (COGA)**Committee Members**

HR/Ben Administrator Patty Ignaszewski
 Fiscal Supervisor Gwynne Roadfelt

Alternate(s)

CC/ESD Jeff Pelowski

Committee of the Whole**Committee Members**

Commissioner Roger Falk
 Commissioner Mark Foldesi
 Commissioner Russell Walker
 Commissioner Glenda Phillipe
 Commissioner Jack Swanson

Alternate(s)**Community Justice Coordinating Committee****Committee Members**

Commissioner Jack Swanson
 Attorney Karen Foss
 Assistant County Attorney Mike Grover
 Judge Donna Dixon
 Sheriff Steve Gust
 Social Services Director Dave Anderson
 Jail Administrator Matt Restad

Alternate(s)

Commissioner Roger Falk
 Commissioner Mark Foldesi
 Commissioner Russell Walker
 Commissioner Glenda Phillipe

County Fair Planning Committee**Committee Members**

Commissioner Jack Swanson
 Commissioner Glenda Phillipe
 Administrative Assistant Cindy Tangen
 Auditor Martha Monsrud
 Administrative Assistant Ann Marie Miller

Alternate(s)**Credit Card Committee****Committee Members**

Commissioner Roger Falk
 Commissioner Jack Swanson
 Engineer Brian Ketring
 Auditor Martha Monsrud
 Treasurer Diane Gregerson

Alternate(s)**DNR County Road Planning Committee per MN Statute 89.01 subd. 7/Unorganized Road Planning Committee****Committee Members**

Commissioner Mark Foldesi
 Commissioner Russell Walker

Alternate(s)

Commissioner Roger Falk
 Commissioner Glenda Phillipe

Emergency Management**Committee Members****Alternate(s)**

Commissioner Mark Foldesi
Commissioner Glenda Phillipe
Assessor Liz Lund
Attorney Karen Foss
Auditor Martha Monsrud
Engineer Brian Ketring
HSEM Director
CC/ESD Jeff Pelowski
Recorder Pam Grand
Social Services Director Dave Anderson
Treasurer Diane Gregerson
Sheriff Steve Gust

Commissioner Roger Falk
Commissioner Todd Miller
Commissioner Jack Swanson

Flood Plain Map Advisory Committee - Committee of the Whole

Committee Members

Alternate(s)

Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Russell Walker
Commissioner Glenda Phillipe
Commissioner Jack Swanson
CC/ESD Jeff Pelowski
Engineer Brian Ketring
HSEM Director
RRWD - Torin McCormack
WRWD - TBD
TRWD - Dan Money
PE - Brian Schaible

Greater Minnesota Parks & Trails Coalition

Committee Members

Alternate(s)

Commissioner Roger Falk
Commissioner Glenda Phillipe

Hazard Mitigation Steering Plan Committee

Committee Members

Alternate(s)

Commissioner Glenda Phillipe
Commissioner Jack Swanson
CC/ESD Jeff Pelowski
Highway Engineer Brian Ketring
LifeCare Medical Center CEO Keith Okeson
Roseau School Superintendent Larry Guggisberg
Lake Township Rep Dave Paulson
RRWD Administrator Tracey Halstensgard
TRWD Administrator Dan Money
WRWD Rep
City of Warroad Administrator Kathy Lovelace
HSEM Director

Highway Department - Committee of the Whole

Committee Members

Alternate(s)

Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Russell Walker
Commissioner Glenda Phillipe
Commissioner Jack Swanson
Asst County Engineer Daryl Dahl

Engineer Brian Ketring
Asst County Engineer Ryan Murray

Insurance Committee

Committee Members	Alternate(s)
Commissioner Russell Walker	Commissioner Glenda Phillipe
Commissioner Jack Swanson	
Wellness Coordinator Cindy Tangen	
Civil Process Clerk Tara Halvorson	
Deputy Accountant Rhonda Hanson	
Auditor Martie Monsrud	
HR/Ben Administrator Patty Ignaszewski	
Financial Worker Rosalie Isham	
Fiscal Supervisor Gwynne Roadfelt	
Heavy Equipment Oper. Jason Monsrud	

Joint Ditch Authority

Committee Members	Alternate(s)
<u>Ditch Commissioners</u>	Adjoining County
Judicial Ditch No. 19 District 3 & 5	Marshall
Judicial Ditch No. 2 District 1 & 4	Lake of the Woods
Judicial Ditch No. 33 District 2 & 5	Kittson
State Ditch No. 50 District 2, 3 & 5	Kittson
State Ditch No. 62 District 3 & 4	Lake of the Woods
Judicial Ditch No. 63 District 2, 3, 4, 5	Marshall
State Ditch No. 72 District 2, 3 & 5	Kittson
State Ditch No. 90 District 5	Kittson & Marshall
State Ditch No. 95 District 2, 3 & 5	Kittson

Joint RRWD/TRWD & Kittson County & Roseau County Ditch Committee

Committee Members	Alternate(s)
Commissioner Mark Foldesi	Commissioner Russell Walker
Commissioner Roger Falk	

Joint Counties Natural Resource Board

Committee Members	Alternate(s)
Commissioner Roger Falk	Commissioner Mark Foldesi
Commissioner Russell Walker	

Land of the Dancing Sky Area Agency on Aging (NWRDC) 21 County BOARD

Committee Members	Alternate(s)
Commissioner Glenda Phillipe	

Land of the Dancing Sky Area Agency Advisory NWRDC COMMITTEE

Committee Members	Alternate(s)
Commissioner Glenda Phillipe	

Land Use Committee - Committee of the Whole

Committee Members	Alternate(s)
Commissioner Roger Falk	
Commissioner Mark Foldesi	
Commissioner Russell Walker	
Commissioner Glenda Phillipe	
Commissioner Jack Swanson	
CC/ESD Jeff Pelowski	
Assessor Liz Lund	
Engineer Brian Ketring	
Auditor Martha Monsrud	
Deputy Auditor Kathy Jenson	

Law Library Board of Trustees MS 134A.10 Sub 4**Committee Members**

Commissioner Jack Swanson
Judge Donna Dixon
Law Clerk Laurel Lawson
Attorney Karen Foss
Assistant County Attorney Mike Grover
Court Administrator Pam Shaw

Alternate(s)

Commissioner Mark Foldesi

Legislative Committee - Committee of the Whole**Committee Members**

Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Russell Walker
Commissioner Glenda Phillipe
Commissioner Jack Swanson
CC/ESD Jeff Pelowski

Alternate(s)**Minnesota Association of Professional County Economic Developers****Committee Members**

Commissioner Glenda Phillipe

Alternate(s)

All Commissioners

Minnesota County Computer Cooperative**Committee Members**

IT Administrator Chris Stauffer
Auditor Martha Monsrud

Alternate(s)

Treasurer Diane Gregerson
Assessor Liz Lund
IT Tech Chad Wulff

Minnesota Counties Intergovernmental Trust (MCIT) DELEGATE**Committee Members**

Auditor Martha Monsrud

Alternate(s)

Commissioner Russell Walker

Minnesota Counties Intergovernmental Trust (MCIT) CONTACT**Committee Members**

Auditor Martha Monsrud, Primary Contact
CC/ESD Jeff Pelowski, Workers Comp Contact

Alternate(s)**Minnesota Rural Counties Caucus (MRCC)****Committee Members**

Commissioner Glenda Phillipe
Commissioner Russell Walker

Alternate(s)

All Commissioners

Northern Counties Land Use Coordinating Board**Committee Members**

Commissioner Jack Swanson

Alternate(s)

All Commissioners

Northwest Community Action Board**Committee Members**

Commissioner Roger Falk

Alternate(s)

Commissioner Mark Foldesi

Northwest MN Household Hazardous Waste Joint Powers Board**Committee Members**

Commissioner Glenda Phillipe

Alternate(s)

Commissioner Jack Swanson

Northwest MN Housing & Redevelopment Authority**Committee Members**

Commissioner Jack Swanson

Alternate(s)**Northwest MN Juvenile Center****Committee Members**

Social Services Director Dave Anderson
Sheriff Steve Gust

Alternate(s)**Northwest MN Regional Development Transportation Committee**

Committee Members
Commissioner Roger Falk
Engineer Brian Ketring

Alternate(s)
Any Other Commissioner

Northwest MN Regional Library Board

Committee Members
Gracia Nelson

Alternate(s)

Northwest Regional Development Commission

Committee Members
Commissioner Mark Foldesi
Jim Christianson
Buddy Erickson

County Board Rep
School Board Rep
Township Board Rep

Northwest Regional Development Commission Arts Council

Committee Members
Aliza Olson
Charles Erickson

Alternate(s)

Northwest Regional Development Commission Executive Board of Directors

Committee Members
Commissioner Mark Foldesi

Alternate(s)
Buddy Erickson (Alternate)

Northwest Regional Emergency Communications Board

Committee Members
Commissioner Jack Swanson

Alternate(s)
Commissioner Roger Falk

Noxious Weed Appeal MS 18.83, Subd 3

Committee Members
Commissioner Mark Foldesi
Curtis Skrutvold
Tim O'Donnell
Arne Heggedal
Greg Braaten

Alternate(s)
Any Other Commissioner

Operations/COW Committee

Committee Members
Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Russell Walker
Commissioner Glenda Phillipe
Commissioner Jack Swanson
Assessor Liz Lund
Attorney Karen Foss
Auditor Martha Monsrud
Building Mgmt Supervisor Lenny Johnson
CC/ESD Jeff Pelowski
HSEM Director
Engineer Brian Ketring
IT Administrator Chris Stauffer
Recorder Pam Grand
Sheriff Steve Gust
Social Services Director Dave Anderson
Treasurer Diane Gregerson
VSO Martin Howes
4H Coordinator Sandi Weiland

Alternate(s)

Personnel Appeal Committee MS 375.65

Committee Members
LifeCare Medical Center HR Rep

To be appointed per County Personnel Act: Three non-

Polaris Industries HR Rep
Marvin Windows HR Rep

county employees with Human Resource experience. Terms should be staggered.

Public Health Committee

Committee Members

Commissioner Glenda Phillipe
Commissioner Jack Swanson
Attorney Karen Foss
CC/ESD Jeff Pelowski
HSEM Director
LifeCare Medical Center Rep Cathy Huss
LifeCare Medical Center Rep Julie Pahlen
Sheriff Steve Gust
Social Services Director Dave Anderson
Auditor Martha Monsrud

Alternate(s)

Commissioner Mark Foldesi

Quin County Community Health Advisory Board

Committee Members

Commissioner Mark Foldesi
Public Health Rep Julie Pahlen

Alternate(s)

Commissioner Glenda Phillipe

Red River Basin Commission Joint Powers Board

Committee Members

Commissioner Roger Falk

Alternate(s)

Any Other Commissioner

Red River Development Association

Committee Members

Richard Magnusson

Alternate(s)

Regional Radio Advisory Committee (RAC)

Committee Members

IT Administrator Chris Stauffer

Alternate(s)

Jail Administrator Matt Restad

Retired Senior Volunteer Program

Committee Members

Commissioner Glenda Phillipe

Alternate(s)

Roseau County Affordable Housing Fund Advisory Board

Committee Members

Commissioner Jack Swanson

Alternate(s)

Commissioner Glenda Phillipe

Roseau County Board of Adjustment MS 394

Committee Members

Bernard Gonshorowski
John Douglas
Randy Horner
CC/ESD Jeff Pelowski - Ex Officio

Alternate(s)

Roseau County Committee on Aging

Committee Members

Commissioner Glenda Phillipe
Richard Otto (City of Roseau)
Bill Cain (District 1)
Sue Lisell (District 2)
Sandi Otto (District 3)
Jim Hallan (District 4)
____ (TBD) _____ (District 5)

Alternate(s)

Commissioner Jack Swanson

Roseau County Extension Committee MS 38.36

Committee Members

Auditor Martha Monsrud
Commissioner Roger Falk

Alternate(s)

Commissioner Mark Foldesi

Commissioner Jack Swanson
Thor Didrikson
Robby Christianson
Brita Comstock
Matt Ulwelling
Rachal Erickson
TBD

Roseau County Revolving Loan Committee

Committee Members	Alternate(s)
Commissioner Roger Falk	
Commissioner Glenda Phillipe	
Auditor Martha Monsrud	
Security State Bank Rep	
Robert Foley, Jr. - Citizens State Bank	
Joe Ulwelling - Border State Bank	

Roseau County Soil & Water Conservation District

Committee Members	Alternate(s)
Commissioner Russell Walker	Commissioner Mark Foldesi

Roseau River International Watershed Board

Committee Members	Alternate(s)
Commissioner Mark Foldesi	
Commissioner Roger Falk	

Roseau River Watershed District Board

Committee Members	Alternate(s)
Tony Wensloff	
Jason Braaten	
LeRoy Carrier	
Carter Diesen	
Cody Schmalz	

Roseau River Watershed District (Commissioner Delegates)

Committee Members	Alternate(s)
Commissioner Roger Falk	Commissioner Mark Foldesi
Commissioner Russell Walker	Commissioner Glenda Phillipe
	Commissioner Jack Swanson

Safety Committee MS 182.676

Committee Members	Alternate(s)
<u>Highway (3)</u>	
Engineer Brian Ketring	
Senior Highway Technician Allen Brandt	
Assistant Highway Engineer Ryan Murray	
<u>Law Enforcement (3)</u>	
Sheriff Steve Gust	
Sergeant Kevin Becker	
Jail Administrator Matt Restad	
<u>Courthouse Administration (3)</u>	
Auditor Martha Monsrud	
HR/Ben Admin Patty Ignaszewski	
Deputy Recorder Brenda McMillin	
<u>Transfer Station (1)</u>	
CC/ESD Jeff Pelowski	
<u>Maintenance (1)</u>	
Building Mgmt Supervisor Lenny Johnson	

County Board (2)

Commissioner Roger Falk
Commissioner Jack Swanson

Social Services (3)

Social Services Director Dave Anderson
Office Support Specialist Janelle Verbout
Social Worker Allison Fillmore

HSEM (Ex-officio)

HSEM Director

Social Services Board - Committee of the Whole

Committee Members

Commissioner Roger Falk
Commissioner Mark Foldesi
Commissioner Russell Walker
Commissioner Glenda Phillipe
Commissioner Jack Swanson
Social Services Director Dave Anderson
Fiscal Supervisor Gwynne Roadfelt
Member at Large - Colleen Lorenson
Member at Large - Jared Gustafson

Alternate(s)

Solid Waste Planning Committee

Committee Members

Commissioner Roger Falk
Commissioner Jack Swanson
CC/ESD Jeff Pelowski, ex-officio
Marsha Yates - Badger
Ronald Jacobson -Twp. Officers Assoc.
Brenda Sather - Greenbush
Elliott Larson - Marvin Windows
David Drown - Roseau
Jim Pederson - Polaris
Dick Soderberg - Warroad

Alternate(s)

Any Other Commissioner

Statewide Radio Board Finance Committee

Committee Members

Jack Swanson

Alternate(s)

Subsurface Sewage Treatment System Advisory Committee

Committee Members

CC/ESD Jeff Pelowski
Commissioner Glenda Phillipe
Commissioner Jack Swanson

Alternate(s)

Trails Committee

Committee Members

Commissioner Russell Walker
Commissioner Mark Foldesi

Alternate(s)

Any Other Commissioner

Transportation Alliance Committee

Committee Members

Commissioner Roger Falk
Engineer Brian Ketring

Alternate(s)

Commissioner Glenda Phillipe

TV Translator Committee

Committee Members

Commissioner Roger Falk
Commissioner Jack Swanson

Alternate(s)

Commissioner Russell Walker

Auditor Martha Monsrud
Dick Sjoberg - Sjoberg's Cable
Lee Hervey - Voyagers Communication

Two Rivers Watershed District Board of Managers

Committee Members	Alternate(s)
Al Brazier	
Jim Kukowski	

Two Rivers Watershed District (Commissioner Delegates)

Committee Members	Alternate(s)
Commissioner Mark Foldesi	Commissioner Roger Falk

Victim Services Advisory Board

Committee Members	Alternate(s)
Commissioner Glenda Phillipe	
Commissioner Russell Walker	

Warroad River Watershed District Board of Managers

Committee Members	Alternate(s)
Joe Olafson	
Jeff O'Donnell	
Gerald Phillipe	
Keith Landin	
William Thompson	

Warroad River Watershed District (Commissioner Delegates)

Committee Members	Alternate(s)
Commissioner Glenda Phillipe	Commissioner Mark Foldesi
Commissioner Russell Walker	Commissioner Roger Falk
	Commissioner Jack Swanson

Website Management Committee

Committee Members	Alternate(s)
IT Administrator Chris Stauffer	
Social Services Director Dave Anderson	
Administrative Assistant Ann Marie Miller	
Commissioner Russell Walker	
Commissioner Glenda Phillipe	

Wellness Committee

Committee Members	Alternate(s)
Social Worker Lynette Blazek	
Sheriff Steve Gust	
Deputy Auditor Kathy Jenson	
Financial Worker Rosalie Isham	
HR/Ben Admin Patty Ignaszewski	
Administrative Assistant Ann Marie Miller	
HSEM Director	
VSO Martin Howes	
Fiscal Supervisor Gwynne Roadfelt	
Commissioner Jack Swanson	
Wellness Coordinator Cindy Tangen	
Commissioner Roger Falk	
Social Worker Erica Bergstrom	
IT Technician Chad Wulff	

Wetland Appeal Board

Committee Members	Alternate(s)
Commissioner Roger Falk	Any Other Commissioner

Commissioner Glenda Phillipe
Dan Johnston - Member-at-Large
To Be Appointed by SWCD

If wetland issue is in Commissioner
district, choice to elect another
Commissioner to represent.

Wildlife Management Area Planning Committee

Committee Members

Commissioner Roger Falk
Commissioner Mark Foldesi

Alternate(s)

Any Other Commissioner

Upon motion carried, the Board adjourned the regular Meeting at 10:20 a.m. The next Regular Meeting of the Board is scheduled for January 10, 2017 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Mark Foldesi, Chair
Board of County Commissioners
Roseau County, Minnesota

DRAFT



Board of Commissioners

606 5th Ave. SW, Room #131
Roseau, MN 56751
Phone: 218-463-4248
Fax: 218-463-3252

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

2017-01-03

RESOLUTION APPROVING A STATE OF MINNESOTA JOINT POWERS AGREEMENT WITH ROSEAU COUNTY ON BEHALF OF SOCIAL SERVICES

WHEREAS, the County of Roseau on behalf of Social Services desires to enter into a Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State’s criminal justice data communications network for which the County is eligible. The Joint Powers Agreement further provides the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement.

NOW, THEREFORE BE IT RESOLVED by the County Board of Roseau, Minnesota, as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Roseau on behalf of its Social Services are hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the Social Services Director, Dave Anderson, or his successor, is designated the Authorized Representative. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County’s connection to the systems and tools offered by the State.
3. That Mark Foldesi, the Chair of the Roseau County Board and Jeff Pelowski, the County Coordinator are authorized to sign the State of Minnesota Joint Powers Agreements.

STATE OF MINNESOTA)
) ss
COUNTY OF ROSEAU)

I, Jeff Pelowski, County Coordinator in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on January 10, 2017.

(SEAL)

Jeff Pelowski
Roseau County Coordinator

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT
AUTHORIZED AGENCY**

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the County of Roseau on behalf of its Social Services ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 Effective date:** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 Expiration date:** This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. Direct access** occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. Indirect access** occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. Computer-to-computer system interface** occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf>.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes prior agreements. This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must

keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor personnel screening. The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

3 Payment

The Agency currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. No charges will be assessed to the agency as a condition of this agreement.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Dave Anderson, Director, 208 6th Street SW, Roseau, MN 56751, (218) 463-2411, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

5.3 Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat.

Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Agency. The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency

must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF
CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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

2017-01-02

BE IT RESOLVED, that the _____ be designated as the Official County Newspaper to publish the County Board Proceedings, all legal notices of the County, first publication of the 2016 Financial Statement Summary pursuant to M.S. §375.17, list of Delinquent Taxes, all pursuant to M.S. § 375.12, 375.17, 279.05, 279.07, 279.08, and 279.09, in 2017, at the rate of _____ per column inch.

STATE OF MINNESOTA)

) ss

COUNTY OF ROSEAU)

I, Jeff Pelowski, County Coordinator in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on January 10, 2017.

(SEAL)

Jeff Pelowski
Roseau County Coordinator

District 1, Glenda Phillipe, Vice-Chair - District 2, Jack Swanson,
District 3, Roger Falk - District 4, Russell Walker - District 5, Mark Foldesi, Chair

An Equal Opportunity Employer



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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

2017-01-04

BE IT RESOLVED, that _____ be designated to publish the second publication of the 2016 Financial Statement Summary, pursuant to M.S. §375.17, at the rate of _____ per column inch.

STATE OF MINNESOTA)

) ss

COUNTY OF ROSEAU)

I, Jeff Pelowski, County Coordinator in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on January 10, 2017.

(SEAL)

Jeff Pelowski
Roseau County Coordinator



Roseau County Request for Board Action

Agenda Item #: County Board Item 1 <small>(for office use only)</small>		
Requested Board Date:	January 10, 2017	Originating Department: Coordinator's Office
Subject Title (as it will appear on the Agenda): Emergency Manager Discussion		Presenter: Jeff Pelowski
Estimated Amount of Time Needed for Discussion:		
<input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes		
Board Action Requested: The Board will discuss the Emergency Manager position.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<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:

Board Action: Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____	Distribution/Filing Instructions:
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**Roseau County Board
January 2017 Meetings**

Glenda A. Phillippe
District One

January 3: County Board – Roseau

January 3: Operations – Roseau

January 3: COW – Roseau

January 9: Warroad City Council – Warroad

January 9: Warroad School Board – Warroad

January 10: County Board – Roseau

JACK SWANSON COMMITTEE REPORTS

DECEMBER 28, 2016 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY

JANUARY 3, 2017 - OPERATIONS COMMITTEE

JANUARY 3, 2017 - COMMITTEE OF THE WHOLE

JANUARY 4, 2017 - COMMUNITY JUSTICE COORDINATING COMMITTEE

JANUARY 4, 2017 - DATA DRIVEN JUSTICE INITIATIVE WEBINAR; use of MA funds for supportive housing

JANUARY 5, 2017 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (NORTHOME)

JANUARY 9, 2017 - ROSEAU CITY COUNCIL