
REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on March 27, 2018, 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. Pohlitz Drainage Issue

9:20 Consent Agenda

1. March 13, 2018 Board Proceedings
2. Roseau County Trailblazers – 3rd Benchmark
3. Roseau/LOW Sportsman's Club and Northstar Trail Alliance - Request for Reimbursement
4. Advertisement to Hire – Administrative Assistant (Coordinator)
5. Advertisement to Hire – Office Manager/Accountant (Highway)
6. MN Lawful Gambling Permit – Ruffed Grouse Society
7. Safety Training Contract - Highway
8. Call for Bids - Bridge Construction/Approach Grading Project

9:25 Department Reports

9:30 Committee Reports

9:35 County Board Items

1. Commissioner Committee Reports

10:00 Unfinished Business

10:00 Adjourn

***Limited to five minutes**

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

March 13, 2018

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, March 13, 2018.

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Board Chair Glenda Phillipe. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe, Jack Swanson and Russell Walker. Others present were Martie Monsrud, Sue Grafstrom, Ann Marie Miller, Jeff Pelowski, Dave Anderson, Scott Laudenslager, Gretchen Mehmel and Daryl Dahl.

APPROVAL OF AGENDA

A tax forfeited property repurchase was added to Department Reports. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Falk and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski reminded the Board of the Safety Training to be held on March 14, 2018. In addition, Pelowski noted that FEMA has rejected the most recent appeal for \$1.5 million dollars of unpaid reimbursements due the County for ditch repairs. Pelowski stated that he has updated Representative Fabian and Senator Johnson on this matter and will be requesting the State (HSEM) provide funds to fill in this gap. Pelowski also noted that the MCIT appeal, with regard to the Magnusson property, has been denied.

DELEGATIONS

Gretchen Mehmel and Scott Laudenslager, MnDNR

Gretchen Mehmel, Red Lake Wildlife Area Manager and Scott Laudenslager, Baudette Area Wildlife Supervisor, met with the Board to provide an update on the Norris Camp/Baudette Wildlife programs.

APPROVE BILLS

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

Warrants Approved For Payment 3/01/2018

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN NATIONAL LIFE INSURANCE	3,388.56
JOHNSON/LAURE A	3,526.88
LIFECARE MEDICAL CENTER	30,000.00
MN ENERGY RESOURCES	2,374.94
ROSEAU CO SOIL & WATER CONS	16,305.00
ROSEAU CO TRAILBLAZERS	29,654.63
WARROAD AMBULANCE & RESCUE SQUAD	30,000.00
10 Payments less than 2,000.00	7,401.92
Final Total:	122,651.93

Warrants Approved For Payment 3/08/2018

<u>Vendor Name</u>	<u>Amount</u>
CO-OP SERVICE INC	2,069.37
RIVERFRONT STATION	2,118.62
ROSEAU CITY	9,613.80
SUN LIFE ASSURANCE COMPANY OF	2,202.27
15 Payments less than 2,000.00	7,919.05
Final Total:	23,923.11

Warrants Approved On 3/13/2018 For Payment 3/16/2018

<u>Vendor Name</u>	<u>Amount</u>
AUTO VALUE OF ROSEAU	2,272.76
COULOMBE CONSULTING	3,120.00
D-A LUBRICANT CO. INC.	5,038.00
FARMERS UNION OIL CO-WARROAD	5,637.00
GCR TIRES & SERVICE	4,472.09
GEO-COMM CORPORATION	4,030.00
H & S MANUFACTURING INC	10,650.00
JOHNSON OIL CO INC	6,190.53
LITTLE FALLS MACHINE INC	4,408.54
MAR-KIT LANDFILL	33,220.50
NORTHERN RESOURCES COOPERATIVE	18,912.88
ROSEAU CO COOP ASSN	8,858.40
ROSEAU CO HWY DEPT	4,649.24
SJOBERG'S INC	2,668.25
80 Payments less than 2,000.00	30,889.10
Final Total:	145,017.29

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the February 27, 2018, Regular Board Meeting Proceedings; approved a Final Payment to North Pine Services, in the amount of \$10,504.88, for ditch brushing; and, approved the annual 2018 Boat and Water Safety Grant (Resolution #2018-03-01), in the amount of \$1,926.00.

DEPARTMENT REPORTS

Auditor

Auditor Monsrud requested the Board consider a proposed Election Equipment Policy and a tax forfeited property repurchase.

Ms. Monsrud reviewed the draft Election Equipment Policy with the Board. A motion to approve the Policy was made by Commissioner Swanson, seconded by Commissioner Walker and carried by a three to two vote with Commissioners Falk, Swanson and Walker in favor and Commissioners Foldesi and Phillippe opposed. The Policy is as follows:

Election Equipment Policy:

Roseau County will purchase election equipment and pay annual service & maintenance fees for:

1. Townships voting in combined Polling Places.
2. Cities with more than 200 registered voters on June 1 of an election year.

50% of the expenses incurred for the purchase of new election equipment, and 100% of the annual service & maintenance fees, will be reimbursed to the County by:

1. Any township that opts to hold elections at a stand-alone Polling Place.
2. Any city with less than 200 registered voters on June 1 of an election year that opts to hold elections at a stand-alone Polling Place.

Ms. Monsrud presented the Board with a request to repurchase a tax forfeited property. Ms. Monsrud added that her office has received the required Cashier's Check from Mr. Michael Bakri, authorized Power of Attorney for the property owner Adam Bakri, who wishes to re-purchase the property. A motion was made by Commissioner Foldesi, seconded by Commissioner Walker and carried unanimously to adopt the following Resolution:

2018-03-02

RESOLUTION APPROVING
REPURCHASE OF TAX-FORFEITED PROPERTY

WHEREAS, on March 13, 2018, the Roseau County Board of Commissioners approved an application from Michael Bakri, Power of Attorney for Adam Bakri, for a tax-forfeited parcel, described as: All that part of the Southwest Quarter (SW ¼) of Section Thirty-five (35), in Township One Hundred Fifty-nine (159) North, Range Thirty-nine (39) West lying Northerly of the Roseau River as presently situated, and

WHEREAS, on March 12, 2018, Michael Bakri presented a cashier's check to the Roseau County Auditor in payment for repurchase of the above tax-forfeited property.

NOW, THEREFORE, BE IT RESOLVED that the Roseau County Board of Commissioners hereby approves the application for repurchase of said tax-forfeited lands.

COUNTY BOARD ITEMS

Courthouse Campus Space Utilization Study

The Board discussed the proposed Courthouse Campus Space Utilization Study. A motion to approve the Space Utilization Space Study was made by Commissioner Swanson and seconded by Commissioner Falk. After further discussion, the motion was withdrawn as the Board may choose to expand the scope of the study to include the old Law Enforcement Center and a possible replacement facility for the Highway Department.

Commissioner Committee Reports (February 27, 2018 – March 13, 2018)

Commissioner Falk reported on the following committee(s): Association of Minnesota Counties (AMC) Legislative Conference; Operations/County Board Work Session; Roseau River Watershed District Water Trail meeting; Trails meeting.

Commissioner Foldesi reported on the following committee(s): Operations/County Board Work Session; Two Rivers Watershed Board; Annual Township Officers meeting.

Commissioner Phillippe reported on the following committee(s): AMC Legislative Conference; Minnesota Association of Professional County Economic Developers; Lake Township Board; Back Pack Program meeting; Operations/County Board Work Session; Warroad City Council.

Commissioner Swanson reported on the following committee(s): Building Committee; AMC Legislative Conference; AMC Extension Committee; AMC Public Safety Policy committee; AMC Legislative Conference; Roseau City Council; Operations/County Board Work Session; Community Justice Coordinating Committee; Statewide Emergency Communications Board Strategic Planning; Minnesota Counties Intergovernmental Trust Board of Directors; Roseau River Trail Stakeholders.

Commissioner Walker reported on the following committee(s): Minnesota Rural Counties; AMC Legislative Conference; Operations/County Board Work Session; Laona Township meeting; meeting with John Hart on timberwolves.

Upon motion carried, the Board adjourned the meeting at 11:30 a.m. The next Regular meeting of the Board is scheduled for March 27, 2018 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Glenda Phillipe, Chair
Board of County Commissioners
Roseau County, Minnesota

DRAFT

SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING

Certification of Satisfactory Grooming

2nd Benchmark – Due By February 15th

3rd Benchmark – Due By April 15th

Trail Name: Roseau County Trailblazers/BISF 1

Club/Organization Name: Roseau County Trailblazers Snowmobile Club

Trail Administrator Signature Myles Logensa Date 3/20/2018

By signing this form, the Sponsor certifies that the above snowmobile trail has been satisfactorily groomed
 from opening day through January 15th; or
 from January 16th through the end of the season or April 1st.

Is there any reason why the Department of Natural Resources should withhold any part of this payment?

YES NO

If YES, please elaborate: _____

Sponsor Name (Local Unit of Government): Roseau County

Sponsor Signature: _____ Date _____

Title: _____

Amount requested \$29,654.63 (Up to 25% of the original contract.)

DEPARTMENT USE ONLY

THIS INVOICE APPROVED FOR PAYMENT BY:

Parks and Trails Area Supervisor – OK TO PAY	Date	FY	Amount
SWIFT PO: 3000125053	RECEIPT #		
VENDOR #:0000197344	LINE #		
SERVICE BEGIN DATE: December 1, 2017 _____	SERVICE END DATE: January 15, 2018 _____		
SERVICE BEGIN DATE: January 16, 2018 _____	SERVICE END DATE: March 31, 2018 _____		
INVOICE #: <u>BM2</u> <u>BM3</u>	Vendor Name and Address: Roseau County 606 5 th Ave SW, Room 131 Roseau, MN 56751		

OHV Trails Assistance Program Request for Reimbursement (FORM 5)	7 B DEPARTMENT USE ONLY FY Purchase Order Number #
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1. Off-highway Vehicle Trail information	
1A. Trail or trail system name: <i>North Star Trail Alliance & Roseau & Low Sportsman</i>	1B. Date: <i>3/20/2018</i>
1C. Club name: <i>Ros-Low Sportsmans</i>	1D. Sponsor name: <i>Roseau County</i>

Reimbursement period start date (for this request):	Reimbursement period end date (for this request):
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2. Description of work accomplished: <i>Maintenance to Bernard Orchard trail "applying Rock"</i>	
Development accomplishments)	
Number of miles constructed to date	
Number of bridges	
Number of parking areas	
Maintenance accomplishments)	
Number of miles maintained (this reimbursement only)	
Trail width	
Number of miles traveled by grooming equipmnt (shared winter trails only)	

3. Project Cost Breakdown and Explanation	
3A. Administration Explanation:	
3B. Acquisition / relocation Explanation:	
3C. Construction Description:	
3D. Facilities Description:	
3E. Trail system map printing Explanation:	

Total cost (Sum 3A – 3E):	Total reimbursable amount of cost (Up to 65% of Total cost sum 3A – 3E):
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3F. Maintenance Explanation: <i>Applying Rock "Purchase Rocks"</i>	<i>7680.⁰⁰</i>
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3G. Grooming (only used for winter OHV trail maintenance to re-shape snow) Explanation:	
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3H. Liability insurance (maximum state allowed \$1,500 per year) Explanation:	
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Total cost (Sum 3F – 3H): <i>\$ 7680.⁰⁰</i>	Total reimbursable amount of cost (Up to 90% of Total cost sum 3F – 3H): <i>\$ 6912.⁰⁰</i>
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4. Grant			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H) <div style="text-align: right; font-size: 1.2em; margin-top: 10px;">7680.⁰⁰</div>	4B. Total Grant Request Total grant request (Up to 65% of Total cost sum 3A – 3E) + Total Grant request (Up to 90% of Total cost sum 3F – 3H) State's Cost <div style="text-align: right; font-size: 1.2em; margin-top: 10px;">6912.⁰⁰</div>		
4C. Balance remaining from previous grants: FY <u>2017</u> FY _____	4D. Grant balance after this request for reimbursement <div style="text-align: right; font-size: 1.2em; margin-top: 10px;">\$ 8.71</div> <div style="text-align: right; margin-top: 5px;">99.00</div>		
5. Sponsor approval. I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.			
5A. Authorized signature of Trail Administrator: <div style="font-size: 1.5em; margin-top: 5px;"><i>Nyle Herison</i></div>		5B. Date of signature: <div style="font-size: 1.5em; margin-top: 5px;">3/20/18</div>	
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
6. Required Attachments. Check if applicable.			
6A. Yes <input type="checkbox"/> No <input type="checkbox"/> Any Bids Required?			
6B. Yes <input type="checkbox"/> No <input type="checkbox"/> Original Signatures on all copies?			
6C. Yes <input type="checkbox"/> No <input type="checkbox"/> Signed Work Logs?			
6D. Yes <input type="checkbox"/> No <input type="checkbox"/> Invoices Included for Purchases and Services Over \$100.00?			
7. DEPARTMENT USE ONLY This invoice approved for payment by:			
Parks and Trails Area Supervisor (print name)			Date of signature:
Payment Status	Date	FY	Amount
<input type="checkbox"/> Final	Vendor Number:		CFMS Number:
<input type="checkbox"/> Partial	Invoice Number		Parks and Trails Area Supervisor signature
Notes:			



Employment Opportunity

Position: Administrative Assistant

Roseau County is accepting applications for an Administrative Assistant. This is a regular part-time (32-39 hours per week), benefited (pro-rated), non-exempt position. This is a Grade 5 position with a starting wage of \$19.64 per hour, commensurate with experience.

Under the general supervision of the County Coordinator, essential duties of this position include a variety of highly responsible, varied and complex clerical and personnel related activities involving the application of specialized knowledge of procedures, records, and regulations in a County office. The primary focus is to provide administrative support to the County Coordinator, assisting in the execution of all County Board orders, resolutions and policies. Additionally, this position provides human resource and environmental department support. The position requires attention to detail, excellent organizational, time management, oral and written communication skills, and interpersonal skills. Candidates must be proficient in Adobe and Microsoft Office Suite applications.

Minimum qualifications include an AAS Degree: Administrative Assistant, Administrative Support or related field; at least two years of experience as an Administrative Assistant or comparable position.

Applications may be obtained from the County Coordinator's Office by email at annmarie.miller@co.roseau.mn.us; from the Roseau County web site at <http://www.co.roseau.mn.us> or by calling 218-463-4248. Completed applications, along with cover letter and resume, may be submitted to: County Coordinator's Office, 606 5th Ave SW, Room 131, Roseau, MN 56751. The closing date is **April 20, 2018**.

ROSEAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Roseau County Board
March 2018 Meetings**

**Glenda A. Phillippe
District One**

- March 13: Roseau County Board – Roseau**
- March 13: Fair Planning Board – Roseau**
- March 13: Lake Township Election/Annual Meeting – Warroad**
- March 14: Team EPIC –Warroad**
- March 14: Warroad Public Safety Commission – Warroad**
- March 15: RSVP – TRF**
- March 20: Social Services – Roseau**
- March 20: Highway Department – Roseau**
- March 21: 1W1P – Warroad**
- March 26: Warroad City Council – Warroad**
- March 27: Roseau County Board – Roseau**
- March 27: County Public Health - Roseau**

JACK SWANSON COMMITTEE REPORTS

MARCH 13, 2018 - ROSEAU COUNTY FAIR PLANNING COMMITTEE; Team EPIC is the 2018 theme

MARCH 13, 2018 - JADIS TOWN BOARD

MARCH 14, 2018 - ROSEAU COUNTY SAFETY TRAINING

MARCH 14, 2018 - ROSEAU COMMUNITY MEETING; Polaris will hire 10-20 engineers and other salaried staff at the Roseau facility; Lifecare adding a general surgeon and seeking an ER Doctor; housing market tight

MARCH 16, 2018 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (ST PAUL); discussion on AMC platform adoption process

MARCH 19, 2018 - ROSEAU COUNTY WELLNESS COMMITTEE

MARCH 19, 2018 - ROSEAU COUNTY EXTENSION COMMITTEE

MARCH 19, 2018 - ROSEAU SCHOOL BOARD

MARCH 20, 2018 - SOCIAL SERVICES BOARD

MARCH 20, 2018 - HIGHWAY COMMITTEE

MARCH 20, 2018 - DOMESTIC VIOLENCE COURT ADVISORY COMMITTEE

MARCH 21, 2018 - NORTHWEST MINNESOTA MULTI-COUNTY HOUSING & REDEVELOPMENT AUTHORITY (EAST GRAND FORKS)

MARCH 22, 2018 - NORTHLAND COMMUNITY COLLEGE; continued discussion on NCTC usage of Roseau Satellite Campus

MARCH 26, 2018 - ROSEAU COMMUNITY EDUCATION COUNCIL