

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **November 26, 2019, at 8:30 a.m.**, in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

8:30 Call to Order

1. Presentation of Colors
2. Approve Agenda
3. Comments and Announcements
4. Approve Bills

8:35 Delegations/Board Appointments/Public Comments*

1. Myles Hogenson, Trailblazers - Program Funding

8:50 Consent Agenda

1. November 12, 2019 Regular Board Proceedings
2. Tax-Forfeited Land Purchase – City of Strathcona
3. Letter of Resignation – Building Maintenance Supervisor
4. Commissioner Warrants – December 2019
5. Veteran Services Office – Approval of Donation

8:55 Department Reports

9:00 Committee Reports

1. Building Committee
 - a. Courthouse Renovation Project
 - b. Jail/Law Enforcement Building (old)

9:30 County Board Items

1. Advertise to Hire – Building Maintenance Supervisor
2. Request for Proposals (RFP) – County Facility(s) Custodial Services
3. Commissioner Committee Reports

10:00 State Ditch 69 Petition Discussion

10:30 Unfinished Business

10:30 Adjourn

***Limited to five minutes**



Roseau County Request for Board Action

Agenda Item #: Board Appointment 1 <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Trailblazers
Subject Title (as it will appear on the Agenda): Trailblazers – Program Funding		Presenter: Myles Hogenson
		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: As a follow up to the November 12, 2019, Regular Board meeting, Myles will present a Grant-in-Aid grant agreement for Board consideration, a County funding request, and a Trailblazers Club update.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

November 12, 2019

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, November 12, 2019.

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Board Chair Jack Swanson. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, John Horner, Jack Swanson, Russell Walker and Daryl Wicklund. Others present were Jeff Pelowski, Joleen Kezar, Martie Monsrud, Brian Ketring, Sue Grafstrom, Karla Langaas, Madeline Waage, Sue Johnson, Brad Norland, Tracy Halstengard, Jason Braaten, Joe Laurin, Darwin Sanden, Marlin Lindland, Myles Hogenson, Loren Arveson, Darrell Lins, Adam Stoe, Roland Stoe, Cody Lindland, Tom Johnson, Brian Trangsrud, and Wayne Trangsrud.

APPROVAL OF AGENDA

Coordinator Pelowski requested adding a CGI promotional video Agreement to County Board Items; and, Auditor Monsrud requested adding authorization to Advertise for an Extension Committee Member to Department Reports. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Auditor Monsrud noted that the County tax-forfeited property sale went well.

APPROVE BILLS

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

Warrants Approved For Payment 10/24/2019 (Warrant #141601-141606)

<u>Vendor Name</u>	<u>Amount</u>
ASPIRE Psychological & Consulting Service	2,300.00
ROSEAU/LOW SPORTSMAN CLUB	10,087.38
4 Payments less than 2,000.00	1,392.95
Final Total:	13,780.33

Warrants Approved For Payment 10/28/2019 (Warrant #141607-141662)

<u>Vendor Name</u>	<u>Amount</u>
BADGER CITY	54,813.14
GREENBUSH CITY	121,734.45
NW MN MULTI COUNTY HRA	17,664.51
NW REGIONAL DEV COMM	7,036.91
ROOSEVELT CITY	3,987.03
ROSEAU CITY	568,654.08
ROSEAU RIVER WATERSHED DIST	166,839.27
SCHOOL DIST 2358	2,398.97
SCHOOL DIST 2683	64,073.05
SCHOOL DIST 447	3,112.63
SCHOOL DIST 676	99,131.11
SCHOOL DIST 682	790,639.24
SCHOOL DIST 690	644,242.60

SPRINGSTEEL ISLAND SANITARY DISTRICT	23,172.16
TOWN OF BARNETT	7,919.41
TOWN OF BARTO	3,409.71
TOWN OF CEDARBEND	4,867.75
TOWN OF DIETER	4,669.85
TOWN OF ENSTROM	6,351.59
TOWN OF FALUN	5,658.31
TOWN OF GOLDEN VALLEY	4,544.71
TOWN OF GRIMSTAD	6,448.28
TOWN OF HEREIM	5,381.41
TOWN OF HUSS	4,660.79
TOWN OF JADIS	15,376.26
TOWN OF LAKE	78,934.20
TOWN OF LAONA	15,537.54
TOWN OF MALUNG	7,626.98
TOWN OF MICKINOCK	7,531.95
TOWN OF MOOSE	3,246.43
TOWN OF MORANVILLE	24,797.28
TOWN OF POLONIA	2,130.31
TOWN OF REINE	2,713.49
TOWN OF ROSS	6,844.24
TOWN OF SKAGEN	5,608.29
TOWN OF SOLER	2,234.77
TOWN OF SPRUCE	10,965.39
TOWN OF STAFFORD	11,053.06
TOWN OF STOKES	5,333.21
TWO RIVERS WATERSHED DISTRICT	32,973.99
WARROAD CITY	385,915.92
WARROAD PORT AUTHORITY	16,019.18
WARROAD WATERSHED DISTRICT	10,232.35
13 Payments less than 2,000.00	13,676.98
Final Total:	3,280,162.78

Warrants Approved For Payment 10/31/2019 (Warrant #141663-141669)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,365.38
LIFECARE MEDICAL CENTER	8,953.41
5 Payments less than 2,000.00	579.25
Final Total:	12,898.04

Warrants Approved For Payment 11/07/2019 (Warrant #141670-141690)

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN NATIONAL LIFE INSURANCE	3,416.42
JOHNSON/LAURE A	3,526.88
MN DEPT OF FINANCE -TREAS	3,244.50
RIVERFRONT STATION	2,890.21
ROSEAU CITY	9,293.87
16 Payments less than 2,000.00	11,496.76
Final Total:	33,868.64

Warrants Approved On 11/12/2019 For Payment 11/15/2019 (Warrant #141691-141792)

<u>Vendor Name</u>	<u>Amount</u>
AMERICAN INSTITUTIONAL SUPPLY	2,331.81
BRIGGS	11,466.20
CDW GOVERNMENT INC	2,277.86

COMPASS MINERALS AMERICA	44,655.93
COULOMBE CONSULTING	5,200.00
DEPARTMENT OF CORRECTIONS	35,042.16
EVCO PETROLEUM PRODUCTS INC	2,048.10
GCR TIRES & SERVICE	6,653.21
JOHNSON OIL CO INC	4,887.25
MAR-KIT LANDFILL	47,229.00
MARCO INC	2,507.90
OLSON/HARLEY	4,282.00
ROSEAU CO HWY DEPT	11,197.85
ROSEAU TIMES REGION INC	2,667.05
RUPP ANDERSON SQUIRES & WALDSPURGER	7,775.45
SHORT ELLIOT HENDRICKSON INC	3,997.43
SJOBORG'S INC	2,668.25
SUMMIT FOOD SERVICE-DBA	13,825.34
TRUE NORTH STEEL	19,016.72
UNIVERSITY OF NORTH DAKOTA	3,092.65
82 Payments less than 2,000.00	35,166.65
Final Total:	267,988.81

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS:

Madeline Waage, NW Community Action – Little Brother/Little Sister Program Appropriation

Originally, NW Community Action requested a \$20,000.00 County appropriation for this Program; however, they will be receiving a grant for that amount. In the short-term, they are requesting \$5,000.00 to finance the Program until the grant funding becomes available. Once the grant funding has been received, they will reimburse the County for any unused funds. A motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, to approve a forthwith payment to Northwest Community Action in the amount of \$5,000.00 for the Little Brother/Little Sister Program.

Myles Hogenson, Roseau/LOW Trailblazers

Myles Hogenson met with the Board to provide an update on the Trailblazers Club activities and trails overview, as follows: Their 2020 Grant-in-Aid funding request was approved by the DNR, and the County Board will be asked to approve the associated grant agreement at their November 26, 2019 Regular Board meeting; the trails north of Roseau will need major (expensive) repairs as many bridges were washed out due to high water; the Club will be issuing a formal request for County financial assistance in purchasing a new off-highway vehicle; the Roseau-Warroad railroad bed trail was approved for inclusion in the Grant-in-Aid system; and, their annual membership meeting will be held on December 7, 2019, 5:00 p.m., at Gene's Sports Bar in Roseau.

Sue Johnson, MnDOT Toward Zero Deaths (TZD) Director – TZD Program Update

Sue Johnson, and State Trooper Brad Norland, met with the Board to provide a TZD Program update and present the Northwest Minnesota TZD Regional Strategic Plan. Following discussion, there was no Board action taken.

Joe Laurin – County Road 139

Joe Laurin met with the Board to discuss ongoing issues with County Road 139, and he provided photos showing the road being overtopped by floodwaters as well as the overall poor condition of the road. In short, he is requesting that the County replace the culvert that was

removed this past summer. Members of the public were also in attendance to provide opposition to replacing that culvert. There was no Board action taken.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the October 22, 2019, Board Proceedings; authorized Commissioner Swanson's Out-of-State travel request; approved the Sheriff's Department Job Status Change Requests for Mitch Norberg and Devin Corneliusen; approved the Payroll Change Requests for the Deputy Auditor/Payroll and Deputy Auditor/Tax Administrator positions; approved the Highway Department's request to Advertise to Hire a Heavy Equipment Operator; approved Social Services' request to Advertise to Hire a Case Aide; and approved a tax-forfeited land sale to Laona Township.

DEPARTMENT REPORTS

Auditor

Extension Committee Vacancy

Auditor Monsrud requested the Board approve advertising for an Extension Committee member to replace Matt Ulwelling, whose term expires at the end of 2019. A motion to approve advertising for an Extension Committee member was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously.

COUNTY BOARD ITEMS

CGI Request - County Community Showcase Video

Coordinator Pelowski provided a "draft" Agreement with CGI Communications, Inc. The Agreement will direct CGI to update our existing Community Showcase video at no cost to the County. It was noted that it would be helpful if the update could coincide with the County's 125th Anniversary in 2020. Following discussion, a motion was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously to approve the Agreement with CGI Communications, Inc.

Commissioner Committee Reports (October 22 – November 12, 2019)

Commissioner Falk reported on the following committee(s): Operations Committee Meeting; County Board Work Session; Red River Basin Commission Meeting.

Commissioner Horner reported on the following committee(s): Joint Ditch Meeting; Warroad City Council Meetings; Operations Committee Meeting; County Board Work Session; 125th Anniversary Committee Meeting.

Commissioner Swanson reported on the following committee(s): Northern Lights Concert Association Board of Directors Meeting; Association of Minnesota Counties (AMC) District III Fall Meeting; Roseau City Council Meeting; Operations Committee Meeting; County Board Work Session; Housing and Urban Development Meeting; 125th Anniversary Committee Meeting; Community Justice Coordinating Committee Meeting; Northern Counties Land Use Coordinating Committee Meeting.

Commissioner Walker reported on the following committee(s): Trails Meeting; Operations Committee Meeting; County Board Work Session.

Commissioner Wicklund reported on the following committee(s): Operations Committee Meeting; County Board Work Session.

Upon motion carried, the Board adjourned the meeting at 10:10 a.m. The next Regular meeting of the Board is scheduled for Tuesday, November 26, 2019 at 8:30 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

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

DRAFT



Roseau County Request for Board Action

Agenda Item #: Consent 2 <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Auditor
Subject Title (as it will appear on the Agenda): Tax-Forfeited Land Purchase - City of Strathcona	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: Requesting the Board approve the sale of Parcel # 55.0016400, (attached Resolution), to the City of Strathcona.		
Background: The Auditor's office has received payment for this parcel, which is located within the City of Strathcona.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		



Roseau County Request for Board Action

Agenda Item #: Consent 3 <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Building Maintenance
Subject Title (as it will appear on the Agenda): Letter of Resignation – Building Maintenance Supervisor	Presenter: Jeff Pelowski	
	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: Requesting Board acceptance of the attached Letter of Resignation submitted by Building Maintenance Supervisor Robert (Lenny) Johnson.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input type="checkbox"/> Delegations/Board Appointments <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 _____		

I write this Letter to
Inform the board of my
retirement From Roscar County
effective Dec. 31st 2019

I have enjoyed working
for the county for 28 years.
I would like to thank the
board for everything
you've Done for my family
and I.

Sincerely

A handwritten signature in cursive script, appearing to read "James J. Deane", with a long horizontal flourish extending to the right.

Dated 11/12/19



Roseau County Request for Board Action

Agenda Item #: Consent 4 <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Auditor
Subject Title (as it will appear on the Agenda): Commissioner Warrants-December 2019	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: Request the board approve all claims/warrants received by the Auditor's office in December 2019 be paid forthwith.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input type="checkbox"/> Delegations/Board Appointments <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 _____		



Roseau County Request for Board Action

Agenda Item #: Consent 5 <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Veteran Services (CVSO)
Subject Title (as it will appear on the Agenda): Veteran Services Office – Approval of Donation	Presenter: Martin Howes	
	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: Request the Board accept a donation of \$325.00 from the Warroad School and \$25.00 from Heidi Schaum. The donations are to be used for the betterment and support of our local Veterans and their families in their time of need, including the purchase of fuel cards, food cards, or anything deemed necessary by the CVSO.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		



Roseau County Request for Board Action

Agenda Item #: Committee Reports 1a <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Building Committee
Subject Title (as it will appear on the Agenda): Courthouse Renovation Project	Presenter: Brian Ketring	
	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 Building Committee met on November 19 th with Architect Mike Johnston and Jim Golden from Kraus-Anderson. The Committee reviewed a number of options available concerning this Project; however, the Committee is requesting Board "direction" concerning whether they should continue working to develop a Project, and if so, what the scope of that Project should be.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input checked="" type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: Committee Reports 1b <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Building Committee
Subject Title (as it will appear on the Agenda): Jail / Law Enforcement Center (old) (LEC)	Presenter: Brian Ketring / Martie Monsrud	
	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 Building Committee is recommending that the County Board sell the old LEC building, per the following guidelines: <ul style="list-style-type: none"> ➤ Authorize the sale of this County fee land known as the "Old Law Enforcement Center", pursuant to M.S. 373.01, Subd.(i); ➤ Set the minimum sale price; ➤ Set the date & time for the County-Owned Land Sale; ➤ Approve the Terms of the Sale, (see attached); ➤ Authorize the Board Chair and County Auditor to execute and deliver a Quit Claim Deed for the property to the highest bidder. 		
Background: (Note: A Notice to Sell by Bids must be published for 3 consecutive weeks prior to the sale date and time.)		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input checked="" type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

NOTICE OF SALE COUNTY OWNED LAND (Old Law Enforcement Building)

Sealed Bids will be received at the office of the Roseau County Auditor, 606 5th Ave., SW, Room 160, Roseau, MN 56751, until 4:30 p.m. on _____ for the purchase of a parcel of County-owned fee land will be held on _____, at 10:00 a.m. in the Roseau County Board Room.

Tract of land to be sold:

Lots 1 & 2, Block 23 LESS the East 110 feet and LESS the North 147 feet of the West 140 feet of Lot 2 in Auditor Correction Plat of the Original Townsite of Roseau.

Parcel # 54.3003100 (OLD LAW ENFORCEMENT BUILDING)

MINIMUM SALE PRICE: _____.

TERMS AND CONDITIONS:

The full purchase price is due at the time of sale by cash or check. All sales are final, and no refunds or exchanges are permitted. In addition to the purchase price, the following fees will be collected at the time of sale:

State deed tax: 0.33% of the purchase price
Deed filing fee: \$46.00
Well certificate (if applicable): \$50.00

All property is sold **"as is"**.* It is the responsibility of the buyer to determine property lines, boundaries and obtain access on or to the property. Roseau County makes no warranty to the physical condition of the property.

If the parcel is unsold, the parcel could be offered for sale at a later date and time.

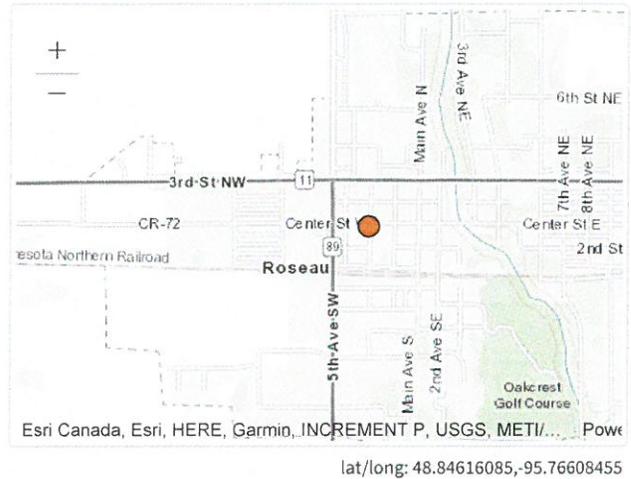
Roseau County, as Grantor, retains all minerals and mineral rights. Roseau County will prepare the Deed.

* ***Note: There was a fuel oil spill which occurred on the property on July 5, 1990. An on-site cleanup was conducted. The MPCA issued a site closure letter on November 22, 1991, (see attached MPCA Event Summary).***



Roseau County Law Enforcement

Site ID	LS0002880
Site type	Leak Site
Location	108 3rd Ave SW Roseau, MN 56751 Roseau County
Release discovered	07/05/1990
Release reported	07/06/1990
Site closure date	11/22/1991
Product released	Fuel Oil #1 & #2
Regulatory designation	State



Groundwater

Drinking water contamination	Free product observed at closure	Maximum free product thickness	Groundwater contamination	Regional groundwater flow direction
No	Unknown	Unknown	No	Unknown

Cleanup Actions

Type	Quantity
Excavation	220 cubic yards

Site Contacts

Type	Name	Address	Start date	End date
has Responsible Party of	JEFF PELOWSKI		07/06/1990	
has Responsible Party of	ROSEAU COUNTY LAW ENFORCEMENT		07/06/1990	

Treatments

There are no treatments to display for this site.

Reporting

Task	Start	End
------	-------	-----

Leak Discovered	07/05/1990	07/05/1990
Leak Reported	07/06/1990	07/06/1990
Responsible Party Determined	07/28/1990	07/28/1990
Standard Letter Issued	07/28/1990	07/28/1990
Soil Treatment Application Document Reviewed	09/03/1991	09/30/1991
Soil Treatment Approved	09/03/1991	09/30/1991
Excavation Report Reviewed	12/24/1990	10/08/1991
Conditional Closure Issued	12/24/1990	10/08/1991
Site Closed	11/06/1991	11/22/1991
Other Report Type Not Listed Reviewed	11/06/1991	11/22/1991

Field Work

There are no field work events to display for this site.

Release Detail

Tank type	UST
Tank material	Unknown
Piping material	Unknown
Source of the release	Unknown
Cause of the release	Unknown
Release detection method	Unknown
Has the site ever had an E-85 tank?	Unknown



Roseau County Request for Board Action

Agenda Item #: County Board Item 1 <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Building Maintenance
Subject Title (as it will appear on the Agenda): Advertise to Hire – Building Maintenance Supervisor		Presenter: Jeff Pelowski
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input checked="" 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: Requesting Board approval to advertise to hire a Building Maintenance Supervisor, (see attached Ad).		
Background: This hire is necessary to replace a retiring employee.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		



Employment Opportunity

Position: **BUILDING MAINTENANCE SUPERVISOR**

Roseau County is accepting applications for a regular, full-time Building Maintenance Supervisor. This is a benefited exempt Grade 6 position, with a beginning wage of \$22.51 per hour, commensurate with experience.

The Building Maintenance Supervisor provides lead worker direction to workers engaged in cleaning and maintaining the courthouse building and grounds; monitors the operation of heating, cooling, plumbing and electrical systems; conducts preventative maintenance, minor mechanical and plumbing repairs, troubleshooting boiler problems and ensures safe, orderly and sanitary environment which is in compliance with Federal standards. Incumbents at this level oversee repairs, make recommendations on remodeling projects, and are responsible for submitting an annual budget. This position also assists custodians with various cleaning duties, and monitors care of the grounds.

Minimum requirements include an Associate's degree (A.A.) or equivalent from a two-year college or technical school; or a minimum of two years related experience and/or training; or equivalent combination of education and experience. A Special Boiler License is required or must be obtained within six months of hire.

Applicant should have knowledge of heating, cooling, plumbing and electrical systems; building maintenance, and custodial practices and equipment; basic knowledge of supervisory approaches and methods; an understanding of cleaning equipment and products used in a commercial environment; safety precautions, labels, and warnings; the ability to make decisions in accordance with established practices and policies; the ability to work independently with minimal supervision; solve problems; interpret written and oral instructions; have general computer and Microsoft Office suite knowledge; the ability to use a personal computer, laptop, and other electronic devices to manage and control building automation systems; learn new software systems related to building automation controls, respond to requests via email or other software systems provided, effectively organize and prioritize daily workload and assignments; and to establish and maintain effective working relationships with co-workers and public.

Applications may be obtained from the County Coordinator's Office by email at joleen.kezar@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: Joleen Kezar, Administrative Assistant, 606 5th Ave SW, Room 131, Roseau, MN. Closing date is **December 9, 2019**.

For a detailed Job Description and/or specific job-related questions, please contact the Roseau County Coordinator at 218-463-4248.

ROSEAU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



Roseau County Request for Board Action

Agenda Item #: County Board Item 2 <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Building Maintenance
Subject Title (as it will appear on the Agenda): Request for Proposals (RFP) – County Facility(s) Custodial Services	Presenter: Jeff Pelowski	
	Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input checked="" 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: Authorize issuing an RFP in order to select a contractor to perform custodial services for the County.		
Background: Our current custodial contract expires on 12/31/19 and the contractor has indicated that they will not be renewing that agreement.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input type="checkbox"/> Delegations/Board Appointments <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 _____		

ROSEAU COUNTY – REQUEST FOR PROPOSALS

Roseau County is soliciting Proposals to provide custodial services at the following County-owned facilities: Courthouse, Sheriff's Office, Social Services Building, Highway Department Office, and non-secured areas of the Detention Center.

If interested, you must contact the Roseau County Coordinator's Office to get a copy of the detailed Request for Proposals document. Contact information --- Phone: 218-463-4248; Email: pelowski@co.roseau.mn.us , or joleen.kezar@co.roseau.mn.us; Address: Roseau County Coordinator; 606 5th Avenue SW, Room 131; Roseau, MN 56751. The County will be receiving Proposals until 4:30 pm, December 20, 2019.



Roseau County Request for Board Action

Agenda Item #: County Board Item 3 <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): Commissioner Committee Reports	Presenter: Commissioners	
	Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Commissioners will present their Committee Reports.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input type="checkbox"/> Delegations/Board Appointments <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 _____		

JACK SWANSON COMMITTEES REPORT

NOV 12, 2019 - HIGHWAY COMMITTEE

NOV 13, 2019 - HOUSING AND URBAN DEVELOPMENT ROUNDTABLE ON AFFORDABLE HOUSING (WASHINGTON, DC); met with HUD officials and HUD Secretary Dr. Ben Carson on problems/potential solutions related to affordable housing

NOV 15, 2019 - ASSOCIATION OF MINNESOTA COUNTIES CANNABIS COMMITTEE (ST PAUL); State Rep Ryan Winkler and State Rep Ben Lien on proposed cannabis legislation

NOV 18, 2019 - ROSEAU SCHOOL BOARD

NOV 19, 2019 - SOCIAL SERVICES BOARD

NOV 19, 2019 - BUILDING COMMITTEE

NOV 19, 2019 - STATE AUDITOR JULIE BLAHA

NOV 20, 2019 - COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (THIEF RIVER FALLS)

NOV 20, 2019 - NORTHWEST MINNESOTA HOUSING AND REDEVELOPMENT AUTHORITY (TRF)

NOV 25, 2019 - JUVENILE DETENTION ALTERNATIVES INITIATIVE; Roseau/Kittson/Lake of the Woods coalition

NOV 25, 2019 - ROSEAU COUNTY EXTENSION COMMITTEE



Roseau County Request for Board Action

Agenda Item #: State Ditch 69 Discussion <small>(for office use only)</small>		
Requested Board Date:	November 26, 2019	Originating Department: Auditor
Subject Title (as it will appear on the Agenda): State Ditch (SD) 69 Discussion	Presenter: Martie Monsrud	
	Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Take input from SD 69 petitioners and affected landowners, per County Board action which occurred September 24, 2019.		
Background: On September 24, 2019, the County Board accepted the attached Petition; directed the Highway Department to inspect SD 69 to determine the need for, and scope of, maintenance or repair; and set November 26, 2019, 10:00 am, to hold an informational meeting for all the affected landowners to review the inspection report.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input checked="" type="checkbox"/> Other -- <u>Informational Discussion</u>		

Petition for Repair of a Drainage System
(Pursuant to Minnesota Statute 103E.715)

Drainage System Name: 69
(e.g., county ditch no. 1 or judicial ditch no. 1)

Location of Drainage System - Township(s): T-163-164-N R-43-W
County(s): Roseau

Petitioner(s) understand the statutory definition of "repair" is as follows:

MINNESOTA STATUTE 103E.701 REPAIRS

Subdivision 1. Definition. The term "repair," as used in this section, means to restore all or a part of a drainage system as nearly as practicable to the same condition as originally constructed and subsequently improved, including resloping of ditches and leveling of waste banks if necessary to prevent further deterioration, realignment to original construction if necessary to restore the effectiveness of the drainage system, and routine operations that may be required to remove obstructions and maintain the efficiency of the drainage system. "Repair" also includes:

- (1) incidental straightening of a tile system resulting from the tile-laying technology used to replace tiles; and
- (2) replacement of tiles with the next larger size that is readily available, if the original size is not readily available.

Petitioners believe this drainage system needs repairs because: for us system is not working

Photo(s) of area(s) needing repair is/are attached? Yes No

Petitioners request the Drainage Authority:

- a. Determine the drainage system needs repair and appoint an engineer to examine the drainage system and make repair report. Minn. Stat. § 103E.715, Subd. 2
- b. After filing of the repair report, set a public hearing and provide at least ten days' written notice of the public hearing to petitioners, owners of property, and political subdivisions likely to be affected by the repair in the repair report. Minn. Stat. § 103E.715, Subd. 3
- c. At the public hearing, make findings and order the repair be made if:
 - (1) the drainage authority determines from the repair report and the evidence presented that the repairs recommended are necessary for the best interests of the affected property owners (Minn. Stat. § 103E.715, Subd. 4(a)(1)); or

Petitioner: Randy Erickson Date: 9-2-19
Signature

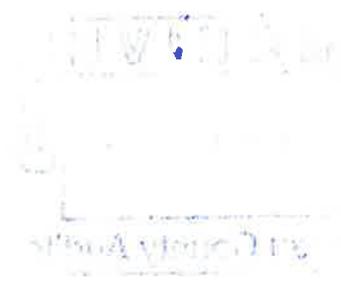
Randy Erickson Phone: 782-2055
Name (Print)

Address: 33531 190th Ave Greenbush Mn 56726

My interest in this drainage system is: _____

{Signature page __ of __}

Dustin Wahl
Marek P. Goncharowski
Cedell Gulson
Lynn Sidseth



- 2) If the project is a county or joint county project, the invitation to bidder must be published once a week for three successive weeks in a legal newspaper in the county or counties where the work is to be done. The required contents of the notice are described in Minn. Stat. § 103E.505.
- 3) If the work is expected to cost more than \$3,000, the notice of the awarding of the contract must be published in a legal newspaper in the county or counties where the project is to be constructed, and in a drainage construction trade newspaper.
- 4) The contract letting is governed by the Uniform Municipal Contracting Law. See MPDM 2.89 - 2.98.

DRAINAGE REPAIRS *(See page 5 for a definition of repairs)*

▶ **Initiating a Repair:**

A repair is initiated by a petition of one or more landowners, or by the drainage authority in response to an inspection or report of a ditch inspector or a ditch inspection committee.

▶ **Hearing Requirement**

No public hearings are necessary.

▶ **Costs and Construction**

- 1) Costs are paid by assessment on the existing benefited area. Costs in any one year may not exceed \$50,000 or \$1,000 per mile of open ditch, whichever is greater.
- 2) Work may be done without advertising for bids or entering into a contract for the repair work.

▶ **Limitations**

A repair will not increase the channel design capacity.

PETITIONED REPAIRS

▶ **A Petition**

A repair must be initiated through a petition filed by an individual, individuals, or an entity affected by the drainage system when total anticipated repair costs exceed \$50,000 or \$1,000 per mile of ditch repaired, or the repair will incur damages or benefits to lands not included in the original ditch proceedings.

▶ **Appointment of Engineer**

If the drainage authority determines that the drainage system needs repair, an engineer is appointed.

▶ **Engineer's Report**

An engineer's repair report is ordered, detailing the required repair and the estimated costs.

▶ **Public Hearing**

- 1) A public hearing is held on the petition and the engineer's report.
- 2) If additional right-of-way is required, then viewers are appointed.

▶ **Viewers**

- 1) Viewers assess and report benefits and damages. Cost for repair projects are assessed on existing benefiting areas, plus any additional benefiting areas.
- 2) A grass buffer strip is required along the alignment of the repaired ditch.

IF THE REPAIRED CHANNEL IS MAINTAINED ON AN ANNUAL BASIS, SUBSEQUENT MAJOR REPAIRS SHOULD NOT BE REQUIRED.