
REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **April 23, 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*

8:40 Consent Agenda

1. April 9, 2019 Board Proceedings
2. Roseau County Trailblazers – FY2019 Grant Application and Resolution of Support
3. Social Services – Family-Based Services Provider

8:45 Department Reports

1. Highway
 - a. CSAH 9 Construction Project - Contract

8:50 Committee Reports

8:55 County Board Items

1. Commissioner Committee Reports

9:30 Unfinished Business

9:30 Adjourn

***Limited to five minutes**

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

April 9, 2019

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, April 9, 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 Martie Monsrud, Jeff Pelowski, Joleen Kezar, Brian Ketring, Kristy Kjos, Torin McCormack, Tom Johnson, Marlin Lindland, Wayne Trangsrud, Brian Trangsrud, Joe Laurin, Ben Johnston, Jason Braaten, and Tracy Halstensgard.

APPROVAL OF AGENDA

Torin McCormack was added to Public Comments. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Auditor Monsrud shared a letter she received from the audit firm (Abdo, Eick & Meyers) tasked with conducting reviews of the audits performed by Hoffman, Philipp & Knutson (HPK). The letter, addressed to the Minnesota Board of Accountancy, stated that HPK was in full compliance for the 2016 and 2017 audits they performed. Coordinator Pelowski reminded the Board that they will be meeting with DNR Commissioner Sarah Strommen at 10:00 am on April 16th.

APPROVE BILLS

A motion was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried by a 4 to 0 vote (Commissioner Falk abstained from voting due to a possible conflict concerning one of the bills to be paid) to approve the payment of the following warrants:

Warrants Approved For Payment 3/28/2019 (Warrant # 140030-140040)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	5,255.43
CALDER/BENJIE	3,550.00
MN ENERGY RESOURCES	2,287.24
NORTHWEST COMMUNITY ACTION	20,000.00
RIVERFRONT STATION	2,071.70
6 Payments less than 2,000.00	1,306.54
Final Total:	34,470.91

Warrants Approved For Payment 4/04/2019 (Warrant # 140041-140055)

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN NATIONAL LIFE INSURANCE	3,499.90
JOHNSON/LAURIE	4,278.88
MN ENERGY RESOURCES	2,288.50
SATHER LAW OFFICE	3,489.11
ST LOUIS COUNTY AUDITOR	2,000.00
SUN LIFE ASSURANCE COMPANY OF CANADA	2,294.98
WARROAD CITY	2,104.34
8 Payments less than 2,000.00	6,387.25

Final Total:

24,342.96

Warrants Approved On 4/09/2019 For Payment 4/12/2019 (Warrant # 140056-140142)

<u>Vendor Name</u>	<u>Amount</u>
C & M FORD SALES, INC.	28,837.53
COULOMBE CONSULTING	4,160.00
HOUSTON ENGINEERING	4,704.50
JOHNSON OIL CO INC	5,366.90
LOKEN/MILO	3,692.00
MAR-KIT LANDFILL	36,972.00
MN COUNTIES COMPUTER COOP	3,895.39
RELIANCE TELEPHONE SYSTEMS	2,750.00
ROSEAU CO TREASURER	20,136.68
SCALEIT USA	3,600.00
SJOBORG'S INC	2,668.25
TITAN MACHINERY	13,307.39
VANGUARD APPRAISALS, INC	2,000.00
VOYAGEURS COMTRONICS CORPORATION	2,002.49
WATCH GUARD VIDEO	5,680.00
WIDSETH SMITH NOLTING	8,977.50
71 Payments less than 2,000.00	31,784.41
Final Total:	180,535.04

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Torin McCormack – Roseau River Watershed District (RRWD)

Torin McCormack met with the Board to request a Resolution supporting the RRWD's proposal for funding the Arpin/Lost River Rehabilitation Study. The grant application is due next week and letters of support from Roseau County and the MnDNR are required. Following discussion, a motion was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously to approve the following Resolution:

2019-04-01

RESOLUTION SUPPORTING ROSEAU RIVER WATERSHED DISTRICT'S PROPOSAL FOR FUNDING THE ARPIN/LOST RIVER REHABILITATION STUDY:

WHEREAS, the Roseau River Watershed District is requesting funding for the Arpin/Lost River Rehabilitation Study through the Environment and Natural Resources Trust Fund;

WHEREAS, Roseau County is proud of its abundant natural resources and has a tradition of supporting conservation and outdoor recreation opportunities. Assessing restoration potential in the Lost River State Forest will aid in improving ecological resources as well as water quality and quantity issues faced within Roseau County. Previous efforts and initiatives within the Lost River State Forest have focused solely on specific locations or on a simple management strategy. The systematic approach to data collection and comprehensive modeling efforts proposed would generate a comprehensive plan for ecological enhancement projects moving forward;

WHEREAS, in order to realize the goal of improving overall health of our natural environment and enhancing public lands; comprehensive evaluation of resource potential is required. It is our hope that this proposal will provide a framework in addressing wetland and waterway concerns on public lands throughout Roseau County and Northwest Minnesota;

THEREFORE BE IT RESOLVED, that the Roseau County Board of Commissioners hereby supports the Roseau River Watershed District's proposal for funding through the Environmental and Natural Resources Trust Fund for the Arpin/Lost River Rehabilitation Study.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Horner, seconded by Commissioner Falk, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the March 26, 2019, Board Proceedings; approved the Application for Exempt Permit for the LOW Ruffed Grouse Society; approved the appointment of Commissioners Swanson and Falk to the Labor Negotiations Committee; and, approved the appointment of Commissioner Horner to the Courthouse Security Ad-Hoc Committee.

DEPARTMENT REPORTS

Auditor

Payroll Software Purchase

Auditor Monsrud requested Board approval to purchase a new payroll software system and authorization to exceed the 2019 budget, by approximately \$11,000, for this budgeted line item. A motion was made by Commissioner Wicklund, seconded by Commissioner Horner, and carried unanimously to authorize exceeding the 2019 budget and to approve the following Resolution:

2019-04-03

RESOLUTION AUTHORIZING PURCHASE OF PAYROLL SOFTWARE

BE IT RESOLVED that the Roseau County Board of Commissioners hereby authorize the Roseau County Auditor to proceed with the purchase of Optimum Solutions Payroll Software.

"Notice of Intent" to Classify or Re-classify Tax-Forfeited Lands

Auditor Monsrud requested Board approval to issue a "Notice of Intent" to hold a meeting on June 11, 2019 to classify or re-classify tax forfeited lands prior to the sale of those lands. She explained that pursuant to MN Statute 282.01, subd.1(c), the "Notice of Intent" must be approved by the Board no more than 90 days, and not less than 60 days, before the actual meeting to classify or re-classify is held. The June 11th date meets this statutory requirement should the Board approve this request. A motion to approve the "Notice of Intent" to Classify or Re-classify Tax-Forfeited Lands was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously.

Highway

Right-of-Way Easement - MnDNR

Engineer Ketring met with the Board to request authorization to apply for a Highway Right-of-Way Easement from the MnDNR on Consolidated Conservation lands adjacent to CSAH 9. A Board Resolution is required to apply for the Easement. It was noted that the application cost is \$2,000, and the cost to purchase 3.2 acres of land will be approximately \$3,000. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously to approve the following Resolution:

2019-04-02

**RESOLUTION APPROVING ROSEAU COUNTY HIGHWAY DEPARTMENT
OBTAINING RIGHT-OF-WAY EASEMENTS**

BE IT RESOLVED that the Roseau County Board of Commissioners hereby authorize the Roseau County Highway Department to proceed with obtaining right-of-way easements from the Department of Natural Resources for the construction of CSAH No. 9 located between Marshall County CSAH No. 54 and Roseau River North of CSAH No. 4 in south central Roseau County.

BE IT FURTHER RESOLVED that the County Auditor be authorized to issue a warrant in the amount of \$2,000.00 to the Department of Natural Resources for the permit application.

COUNTY BOARD ITEMS

CR 139 Culvert Issue

Coordinator Pelowski distributed a memo from John Kolb, Attorney with Rinke Noonan. In short, Mr. Kolb provided four options available to the Board regarding this culvert. 1) Allow the culvert to remain as is; 2) Modification of the culvert to include a riser; 3) Removal of the culvert; 4) Additional analysis of the need for the culvert, alternatives to the in-place culvert, the riser modification, and/or removal of the culvert. Mr. Kolb stressed the fact that the County Board must thoroughly document the rationale behind any decision made regarding this culvert. After a lengthy discussion, a motion was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously to remove the culvert. The Board will adopt written findings related to this decision at a future Board meeting.

Commissioner Committee Reports (March 26 – April 9, 2019)

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

Commissioner Horner reported on the following committee(s): Rainy/LOW Watershed Webinar; LOW 1W1P Meeting; Operations Committee Meeting; County Board Work Session; Warroad City Council Meeting.

Commissioner Swanson reported on the following committee(s): Building Committee Meeting; Roseau Economic Development Authority Meeting; Roseau City Council Meeting; Operations Committee Meeting; County Board Work Session; Association of Minnesota (AMC) Leadership Summit; AMC Cannabis Committee Meeting.

Commissioner Walker reported on the following committee(s): Operations Committee Meeting; County Board Work Session; LOW 1W1P Meeting.

Commissioner Wicklund reported on the following committee(s): Rainy/LOW Watershed Webinar; Northwest Regional Development Commission Meeting; Operations Committee Meeting; County Board Work Session; Badger City Council Meeting.

Upon motion carried, the Board adjourned the meeting at 10:15 a.m. The next Regular meeting of the Board is scheduled for Tuesday, April 23, 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 3 <small>(for office use only)</small>		
Requested Board Date:	April 23, 2019	Originating Department: Social Services
Subject Title (as it will appear on the Agenda): Family-Based Services Provider	Presenter: Dave Anderson	
	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 Board approval to create a position, advertise and hire a Family-Based Services Provider within the Social Services Department.		
Background: The County Board has approved developing an Intensive In-Home Treatment position within Social Services and that process will continue. This position is a Family-Based Services Provider that Social Services feels will be easier and faster to develop and get started. This position will work directly in the home to reduce the incidence of abuse and neglect and to prevent or shorten out-of-home placement.		
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 #: Department Reports 1a <small>(for office use only)</small>		
Requested Board Date:	April 23, 2019	Originating Department: Highway
Subject Title (as it will appear on the Agenda): CSAH 9 Construction Project – Contract		Presenter: Brian Ketring
		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 of the CSAH 9 Construction Project contract.		
Background: Bids will be opened on April 22 nd . The bids will be reviewed and then presented to the Board at the April 23 rd Regular Board meeting for consideration/contract approval.		
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 checked="" 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 #: County Board 1 <small>(for office use only)</small>		
Requested Board Date:	April 23, 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 COMMITTEE REPORT

APRIL 9, 2019 - HIGHWAY COMMITTEE

APRIL 9, 2019 - ROSEAU SCHOOL BOARD

APRIL 9, 2019 - JADIS TOWN BOARD

APRIL 10, 2019 - NACO COMMUNITY, ECONOMIC, WORKFORCE DEVELOPMENT TELECONFERENCE

APRIL 10, 2019 - NORTHWEST MINNESOTA HOUSING AND REDEVELOPMENT AUTHORITY (T.R.F.); toured the former Sanford Hospital; discussed potential conversion to rental housing

APRIL 11, 2019 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE TELECONFERENCE; discussed requirement for regions to inform SECB of STR Grant money expenditures

APRIL 11, 2019 - TEAM 'EPIC'; work on sector job descriptions

APRIL 15, 2019 - ROSEAU SCHOOL BOARD

APRIL 16, 2019 - SOCIAL SERVICES BOARD

APRIL 16, 2019 - MEETING WITH MINNESOTA D.N.R. COMMISSIONER SARAH STROMMEN

APRIL 17, 2019 - TOWN HALL MEETING; State Rep Dan Fabian and State Sen Mark Johnson

APRIL 19, 2019 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (ST PAUL)