

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **July 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. July 9, 2019 Board Proceedings
2. Roseau River Watershed District Board Appointment – Authorization to Advertise
3. Payroll Change Form – Veterans Service Officer
4. Social Services Board Appointment
5. Payroll Change Form – Assessor

8:45 Department Reports

9:00 Committee Reports

9:05 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

July 9, 2019

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, July 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 Jeff Pelowski, Joleen Kezar, Kristy Kjos, Martie Monsrud, Liz Lund, Steve Gust, Brian Ketring, David Anderson, and Karla Langaas.

APPROVAL OF AGENDA

Dave Anderson requested adding the hire of a Family Based Worker to the Consent Agenda, and adding a Resolution supporting the Social Services Department recommended Managed Care Organizations providing services in Roseau County to County Board Items. A motion to approve the amended Agenda was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski mentioned that he, along with Engineer Ketring and Commissioner Swanson, will be in Brainerd tomorrow morning representing the County in the court-ordered mediation concerning the Magnusson case. Coordinator Pelowski informed the Board that the new 10-year facility permit for the Transfer Station/Demolition Landfill was finally approved by the MPCA. In addition, Myles Hogenson invited the Board to an inaugural ATV trail ride on the Moose River Dike to be held on Monday, July 15th.

APPROVE BILLS

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

Warrants Approved For Payment 6/27/2019 (Warrant #140741-140753)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,503.62
LUND/O'NEIL	3,050.00
11 Payments less than 2,000.00	5,248.32
Final Total:	11,801.94

Warrants Approved For Payment 7/03/2019 (Warrant #140754-140764)

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN NATIONAL LIFE INSURANCE	3,433.04
JOHNSON/LAURE A	4,822.88
MN DEPT OF FINANCE -TREAS	2,647.00
SUN LIFE ASSURANCE COMPANY OF CANADA	2,261.59
7 Payments less than 2,000.00	5,979.25
Final Total:	19,143.76

Warrants Approved On 7/09/2019 For Payment 7/12/2019 (Warrant #140765-140813)

<u>Vendor Name</u>	<u>Amount</u>
CDW GOVERNMENT INC	7,673.72

COULOMBE CONSULTING	4,160.00
FRONTIER PRECISION INC	2,658.50
HALVERSON SAND & GRAVEL INC	2,057.34
MN COUNTIES COMPUTER COOP	2,059.50
REGENTS OF U OF MINNESOTA	18,444.99
SJOBERG'S INC	2,668.25
UNIVERSITY OF NORTH DAKOTA	3,092.65
WIDSETH SMITH NOLTING	9,286.87
40 Payments less than 2,000.00	16,261.48
Final Total:	68,363.30

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS: NONE

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the June 25, 2019, Board Proceedings; approved the Application for Exempt Permit for Whitetails Unlimited, Inc.; approved the Authorization to Advertise for the Warroad River Watershed Board Appointment; approved the hire of Madison Hahn, as a Social Worker, effective August 12, 2019; approved the MJ Architectural Proposal; approved the Authorization to Advertise to Hire Jailer/Dispatchers; and, approved the hire of Crystal Marquez, as a Family Based Worker, effective July 29, 2019.

DEPARTMENT REPORTS

Auditor

Purchase Agreement – City of Roseau (Tax Forfeited Land)

Auditor Monsrud requested the Board approve a Purchase Agreement for Tax Forfeited Land received from the City of Roseau. Following discussion, Commissioner Swanson motioned to approve the Purchase Agreement, seconded by Commissioner Walker, and carried unanimously.

2019 County Board of Appeal and Equalization Meeting Minutes

Auditor Monsrud requested the Board approve the 2019 Board of Appeal and Equalization Meeting Minutes, as amended. Commissioner Falk motioned to approve the Minutes as amended, seconded by Commissioner Wicklund, and carried unanimously.

Highway

Final Payment – Swingen Construction Company

Engineer Ketring requested the Board approve the final payment to Swingen Construction Company for Bridge Replacement Project S.P 068-598-035 - BR.68542. After discussion, Commissioner Walker made a motion to approve the final payment to Swingen Construction in the amount of \$44,842.04, seconded by Commissioner Falk, and carried unanimously.

Advertise to Hire – GIS Technician

Engineer Ketring requested approval from the Board to advertise to hire a GIS Technician (Grade 7 position) to fill an upcoming open position at the Roseau County Highway Department.

Following discussion, Commissioner Wicklund motioned to approve advertising to hire a GIS Technician, seconded by Commissioner Horner, and carried unanimously.

COUNTY BOARD ITEMS

Social Services - Resolution Supporting Managed Care Organization(s) (MCO(s)) providing Managed Health Care Services in Roseau County

Dave Anderson requested the Board approve a Resolution that supports his Department's recommendation approving Blue Cross, Health Partners, and UCare as the preferred providers of managed health care services in Roseau County. Following discussion, a motion was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously to approve the following Resolution:

2019-07-01

RESOLUTION SUPPORTING MANAGED CARE ORGANIZATION(S) (MCO(S)) PROVIDING MANAGED HEALTH CARE SERVICES IN ROSEAU COUNTY:

WHEREAS, the Minnesota Department of Human Services (DHS) has published a Request For Proposals (RFPs) to provide health care services to recipients of Families and Children and MinnesotaCare in eighty (80) Minnesota counties including Roseau County; and

WHEREAS, DHS has requested County evaluations and recommendations regarding the RFP proposals from each respective county; and

WHEREAS, Blue Cross, Health Partners, Medica and UCare submitted proposals to provide managed health care services in Roseau; and

WHEREAS, representatives of Roseau County Social services have reviewed and evaluated the proposals; and

WHEREAS, Blue Cross, Health Partners and UCare have submitted proposals suitable to meet our needs.

THEREFORE, BE IT RESOLVED that the Roseau County Board of Commissioners supports the recommendation of Roseau County Social Services approving Blue Cross, Health Partners and UCare as Managed Care Organization(s) (MCO(s)) providing managed health care services in Roseau County.

Commissioner Committee Reports (June 25 – July 9, 2019)

Commissioner Falk reported on the following committee(s): Wage Negotiation Meeting; Operations Committee Meeting/Board Work Session; Timberwolf Delisting Meeting; Roseau River Watershed Board Meeting; Board of Appeal and Equalization Meeting.

Commissioner Horner reported on the following committee(s): Operations Committee Meeting/Board Work Session; Warroad City Council Meeting; Board of Appeal and Equalization Meeting.

Commissioner Swanson reported on the following committee(s): Board of Appeal and Equalization Meeting; Association of Minnesota Counties (AMC) Cannabis Committee Meeting; Wage Negotiation Meeting; Roseau City Council Meeting; Operations Committee Meeting/Board Work Session; AMC Communications Plan Meeting.

Commissioner Walker reported on the following committee(s): Operations Committee Meeting/Board Work Session; Timberwolf Delisting Meeting; Board of Appeal and Equalization Meeting.

Commissioner Wicklund reported on the following committee(s): Operations Committee Meeting/Board Work Session; NW Regional Development Commission Meeting; Board of Appeal and Equalization Meeting.

Upon motion carried, the Board adjourned the meeting at 9:45 a.m. The next Regular meeting of the Board is scheduled for Tuesday, July 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



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

WATERSHED BOARD APPOINTMENT NOTICE

The Roseau County Board of Commissioners is accepting nominations for the following Watershed Board Appointment:

One (1) manager to the Roseau River Watershed Board for a three year term beginning October 19, 2019 ending October 18, 2022. The term of Tony Wensloff will expire on October 18, 2019.

Persons interested in being appointed to serve as a Watershed District Manager should contact the Roseau County Coordinator, 606 5th Avenue SW, Room 131, Roseau, MN 56751 (218-463-4248) or at joleen.kezar@co.roseau.mn.us to obtain an application. To be considered, interested persons must submit completed applications no later than 4:30 pm August 23, 2019.

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



Roseau County Request for Board Action

Agenda Item #: Consent 3 <small>(for office use only)</small>		
Requested Board Date:	July 23, 2019	Originating Department: Veterans Service
Subject Title (as it will appear on the Agenda): Payroll Change Form – Veterans Service Officer	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: Requesting Board approval of the attached Payroll Change Form, (ie. step increase from 7E to 7F, effective June 24, 2019).		
Background: The Board is required to approve Payroll Change Forms for Department Heads.		
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 _____		

Payroll Change Form

Name: Martin Howes

Effective Date: 06/24/19

Title: Veterans Service Officer

Board Approval Date: _____

Department: 121

Employee Type: Full-Time Part-Time Temporary Seasonal

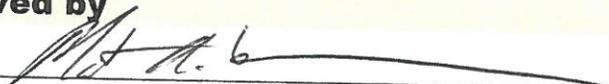
Reason for Change

- New Employee _____ (hire date) _____ grade/step _____ hourly rate
- Rehire _____ grade/step _____ hourly rate
- Step Anniversary 7F (new grade/step) \$28.02 (new hourly rate)
- Vacation Anniversary
 Changing to: 1 - 3 yrs, 3 - 15 yrs, 15 - 20 yrs 20 + yrs
- Address Change _____
- Title Change _____ (new title)
- Resignation / Termination
- Retirement
- Layoff
- Other _____

Payout of Accrual Balances

	<u>Balance</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Vacation: V1	_____	X	_____	=	\$0.00	
Sick Leave: S2	_____	X	_____	=	\$0.00	<i>Eligible for half of sick leave balance</i>
Comp Time: CP	_____	X	_____	=	\$0.00	
Holiday: HP	_____	X	_____	=	\$0.00	
Total Payout					\$0.00	

Comments

Approved by


 Department Supervisor Signature 7-9-19
Date

- Copy to Auditor's Office Copy to Coordinator's Office



Roseau County Request for Board Action

Agenda Item #: Consent 5 <small>(for office use only)</small>		
Requested Board Date:	July 23, 2019	Originating Department: Assessor
Subject Title (as it will appear on the Agenda): Payroll Change Form – Assessor	Presenter: Liz Lund	
	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 approval of the attached Payroll Change Form, (ie. step increase from 12D to 12E, effective March 8, 2019).		
Background: The Board is required to approve Payroll Change Forms for Department Heads.		
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 _____		

Payroll Change Form

Name: Liz Lund

Effective Date: 03/08/19

Title: County Assessor

Board Approval Date: _____

Department: Assessor

Employee Type: Full-Time Part-Time Temporary Seasonal

Reason for Change

- New Employee _____ (hire date) _____ grade/step _____ hourly rate
- Rehire _____ grade/step _____ hourly rate
- Step Anniversary 12E (new grade/step) \$41.20 (new hourly rate)
- Vacation Anniversary
Changing to: 1 - 3 yrs, 3 - 15 yrs, 15 - 20 yrs 20 + yrs
- Address Change _____
- Title Change _____ (new title)
- Resignation / Termination
- Retirement
- Layoff
- Other _____

Payout of Accrual Balances

	<u>Balance</u>	<u>Hourly Rate</u>	=	<u>Total</u>	
Vacation: V1	X		=	\$0.00	
Sick Leave: S2	X		=	\$0.00	<i>Eligible for half of sick leave balance</i>
Comp Time: CP	X		=	\$0.00	
Holiday: HP	X		=	\$0.00	
Total Payout				\$0.00	

Comments

Retro Pay - Total of 531 hours.
 New Rate - 41.20
 Old Rate - 39.70

$$\begin{array}{r} 531 \\ \times 1.50 \\ \hline 796.50 \end{array} = \text{Total Retro Pay Amount}$$

Approved by

Liz Lund

Department Supervisor Signature

7/12/19

Date

Copy to Auditor's Office

Copy to Coordinator's Office

7/19/2019
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Roseau County Request for Board Action

Agenda Item #: County Board 1 <small>(for office use only)</small>		
Requested Board Date:	July 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

JULY 9, 2019 - DOMESTIC VIOLENCE ADVISORY COMMITTEE

JULY 10, 2019 - LAWSUIT MEDIATION (BRAINERD)

JULY 15, 2019 - ROSEAU SCHOOL BOARD

JULY 16, 2019 - SOCIAL SERVICES BOARD

JULY 16, 2019 - HIGHWAY COMMITTEE; architect's presentation

JULY 16, 2019 - SAFETY COMMITTEE

**JULY 17, 2019 - NORTHWEST MINNESOTA HOUSING AND
REDEVELOPMENT AUTHORITY (TRF)**

**JULY 22, 2019 - ASSOCIATION OF MINNESOTA COUNTIES CANNABIS
COMMITTEE (ST PAUL)**