

## REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **September 10, 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. Jim Trojanowski, Northwest Regional Library – 2020 Appropriation
2. Barbara Lusardi, MN Geological Survey – Program Overview

**9:05 Consent Agenda**

1. August 27, 2019 Board Proceedings
2. Veteran Services Office – Approval of Donation
3. Letter of Support – Warroad to Roseau Railbed ATV-OHM Trail
4. Pay Grade Change – Legal Administrative Assistant(s)
5. Pay Grade Change – Assistant County Attorney
6. Social Worker Hire

**9:10 Department Reports**

1. Highway
  - a. County Road 77 Designation Change

**9:15 Committee Reports**

**9:20 County Board Items**

1. Roseau County 125<sup>th</sup> Anniversary Committee
2. Courthouse Security Assessment Proposal
3. Commissioner Committee Reports

**10:00 Unfinished Business**

**10:00 Adjourn**

**\*Limited to five minutes**



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Board Appointment 1 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> NW Regional Library System
<b>Subject Title (as it will appear on the Agenda):</b> NW Regional Library (NWRL) System – 2020 Appropriation		<b>Presenter:</b> Jim Trojanowski
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Requesting Board consideration of the NWRL 2020 Appropriation request, as presented.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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 _____		



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Board Appointment 2 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> MN Geological Survey
<b>Subject Title (as it will appear on the Agenda):</b> MN Geological Survey – Program Overview		<b>Presenter:</b> Barbara Lusardi
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Presentation of the County Geologic Atlas program for Board consideration.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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 _____		

# UNIVERSITY OF MINNESOTA

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Twin Cities Campus

Minnesota Geological Survey

2609 Territorial Road  
Saint Paul, MN 55114-1009  
612-626-5119  
Website: [www.geo.umn.edu/mgs](http://www.geo.umn.edu/mgs)  
Email: [mgs@umn.edu](mailto:mgs@umn.edu)

September 10, 2019

Jack Swanson, Chair  
Roseau County Board of Commissioners  
Roseau County Courthouse  
606 5<sup>th</sup> Ave SW  
Roseau, MN 56751

Dear Mr. Swanson,

This letter describes our expectations for creating a geologic atlas of Roseau County. The atlas will provide objective information useful to understanding and managing the natural resources of your county. Although this arrangement does not involve any transfer of funds between Roseau County and the Minnesota Geological Survey (MGS), it will require both parties to expend resources and effort, and both must successfully complete certain tasks to attain the goals of the project.

I wish to be clear that all MGS participation is dependent on funding from the Legislative and Citizen's Commission on Minnesota Resources (LCCMR), or other State sources. If that funding is not provided, or is not sufficient, the project will not be completed. Such funding is anticipated at this time.

Your office, other offices of Roseau County, or other local parties, will establish accurate locations for water wells for which construction records are available. Staff of the Minnesota Geological Survey will review the locations to ensure they meet standards, and MGS will conduct quality checks to assure the accuracy of the locations.

The MGS will provide comprehensive geologic mapping and associated databases for Roseau County. This will likely include maps of the bedrock geology, bedrock topography, surficial geology, thickness of the glacial materials, and also illustrations or other means to describe the glacial materials between the land surface and the bedrock surface. The completeness and resolution of these maps and databases are dependent on the distribution of data, mostly from the water well records. MGS will deliver these products as printed plates, as portable document files (pdfs), and as geographic information system files.

The County Geologic Atlas Program has been continuously funded for over 30 years, and we have no reason to expect a disruption. However, the delivery date for products is funding

dependent. We are generally able to deliver our products in 3 or 4 years from the date of initiation.

A complete atlas is made up of two parts – geology (prepared by MGS) plus groundwater (prepared by DNR). Following the completion of the geologic mapping by MGS, the Minnesota Department of Natural Resources will begin work on the groundwater portion of the atlas. The groundwater atlas provides detailed information specifically about groundwater resources of the county including availability, pollution sensitivity, recharge areas, chemistry, surface water and groundwater connections and groundwater flow pathways. The groundwater atlas is another long-standing aspect of the program, but MGS cannot guarantee funding or participation by DNR at this point. DNR will be in contact as the project progresses.

I believe that this project will provide information essential to managing the water and mineral resources of Roseau County, to the benefit of its citizens. I appreciate your willingness to share this work with us. Please indicate your agreement with the expectations above by signature, and return one copy to me. Thank you for your support of this project.

Sincerely,

Barbara A. Lusardi  
Geologist, Associate Director

Jack Swanson, Chairman  
Roseau County  
Board of Commissioners

cc: Paul Putzier, DNR Supervisor, County Groundwater Atlas



# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 27, 2019

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, August 27, 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 Joleen Kezar, Kristy Kjos, Martie Monsrud, Liz Lund, Brian Ketring, Sue Grafstrom, Lee Meier, John Wynne, Charity Brault, Greg Grahn, Jon Heggedal, Micky Slater, Gary Slater, Iden Magnusson, Carter Novacek, Erik Magnusson, Isaac Magnusson, Aaron Magnusson, Matt Magnusson, Gary Wilson, Jack Lund, Ardell Magnusson, Scott Habstritt, Jeff Olsen, and Jim Jenson.

## APPROVAL OF AGENDA

RSVP Representative Tammy Frohlich's appointment with the Board was removed from the Agenda, as she was not able to attend today's meeting. A motion to approve the amended Agenda was made by Commissioner Horner, seconded by Commissioner Falk, and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Auditor Monsrud provided the 2020 Preliminary Budgets for the Unorganized Townships to the respective Commissioners for review, and she stated that details concerning the upcoming tax-forfeited land sale will be discussed at a future County Board Work Session. Commissioner Swanson provided a notice from Minnesota Counties Intergovernmental Trust (MCIT) to the Board regarding the County's estimated Property/Casualty and Workers Compensation contribution for 2020, and he distributed an invitation to the Board from the Roseau Electric Cooperative (REC) to attend a luncheon and broadband presentation tomorrow at Noon.

## 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 8/15/2019 (Warrant #141077-141101)

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	3,138.21
JOHNSON OIL CO INC	5,713.62
MARK SAND & GRAVEL CO	66,036.21
MN DEPT OF FINANCE -TREAS	2,289.00
MN JUDICIAL BRANCH	26,679.31
POLARIS INDUSTRIES INC	4,530.94
RIVERFRONT STATION	3,598.97
S & R REINFORCING, INC.	184,027.70
17 Payments less than 2,000.00	9,501.44
<b>Final Total:</b>	<b>305,515.40</b>

### Warrants Approved For Payment 8/22/2019 (Warrant #141102-141106)

<u>Vendor Name</u>	<u>Amount</u>
KNIFE RIVER MATERIALS	503,250.28
RIVERFRONT STATION	2,579.96

3 Payments less than 2,000.00

988.11

**Final Total:**

**506,818.35**

**Warrants Approved On 8/27/2019 For Payment 8/30/2019 (Warrant #141107-141158)**

<u>Vendor Name</u>	<u>Amount</u>
BLOOMING VALLEY SERVICES	10,236.00
BRIGGS	2,596.80
FARMERS UNION OIL CO-WARROAD	4,946.59
HOLUM/BILLY	2,000.00
I-STATE TRUCK CENTER	164,222.62
JOHNSON OIL CO INC	4,970.03
LIFECARE MEDICAL CENTER-HOME HEALTH	2,246.49
MATTSON PHARMACY INC	8,429.53
MJ ARCHITECTURAL STUDIOS INC	9,043.52
MSOP-MN SEX OFFENDER PROGRAM-D	4,873.20
NORTHERN RESOURCES COOPERATIVE	2,241.83
NOVOTNY'S OVERHEAD DOOR SALES-DB	2,385.95
ROSEAU CO COOP ASSN	16,446.87
TRUE NORTH STEEL	18,042.20
38 Payments less than 2,000.00	16,009.66
<b>Final Total:</b>	<b>268,691.29</b>

**PUBLIC HEARING – Proposed Combination of the North and South Portions of Unorganized Jadis Township**

A motion to open the public hearing was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously. Auditor Monsrud has received no written or oral comments concerning the proposed combination. There was a question from the public asking for clarification on how tax revenues would be allocated after the combination. Commissioner Falk explained that the tax dollars would be pooled and used for the entire combined Township. A motion to close the public hearing was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously. A motion to approve the combination of the north and south portions of Unorganized Jadis Township was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously.

**DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS:**

Charity Brault – Northwest Minnesota Multi-County Housing and Redevelopment Authority Update

Ms. Brault, accompanied by Lee Meier and John Wynne, provided an update to the Board on the activities the HRA is involved with in Roseau County. There was no Board action taken.

Gary Slater – Magnusson Lawsuit

Mr. Slater met with the Board regarding the Magnusson lawsuit, which is still in litigation. Roseau County Attorney Kjos advised the Board to listen to the concerns from those in attendance but to refrain from making any comments since the case is still ongoing. Mr. Slater's primary concern was the amount of taxpayer money that has been spent on this lawsuit. Scott Habstritt, Jon Heggedal, Greg Grahn, Carter Novacek, Erik Magnusson, and Jim Jenson also provided comments to the Board in support of the Magnusson family.

**CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Falk, seconded by Commissioner Wicklund, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the August 13, 2019, Board Proceedings; approved the Roseau/LOW Sportsman's Club Request for Reimbursement, in the amount of \$7,751.36; and, approved the Application for Exempt Permit for the Warroad Eagles.

## **DEPARTMENT REPORTS**

### **Assessor**

#### **Retainer Agreement – Tax Court Legal Representation**

Assessor Lund met with the Board to request approval for a Retainer Agreement with Briggs and Morgan, P.A. to provide legal services in connection with the defense of any property tax-related litigation. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously to approve the Retainer Agreement for tax court legal representation.

## **COMMITTEE REPORTS**

### **Building Committee**

#### **Kraus Anderson Work Order – Old Jail Demolition Project**

Engineer Ketring met with the Board to request approval on a work order with Kraus Anderson for the demolition of the old jail facility. Following discussion, a motion was made by Commissioner Falk, seconded by Commissioner Wicklund, and carried unanimously to approve the work order with Kraus Anderson for the old jail demolition project.

#### **Kraus Anderson Work Order – Preconstruction Services**

Engineer Ketring met with the Board to request approval on a work order with Kraus Anderson for the Highway Department Facility Preconstruction Services. Following discussion, a motion was made by Commissioner Wicklund, seconded by Commissioner Falk, and carried unanimously to approve the work order with Kraus Anderson for the Highway Department Facility Preconstruction Services.

## **COUNTY BOARD ITEMS**

### **Roseau River Watershed Board Appointment**

The Board reviewed the two applications received to fill the one open position on the Roseau River Watershed Board (RRWB). A motion to re-appoint Tony Wensloff to a three-year term on the RRWB, commencing October 19, 2019 and concluding on October 18, 2022, was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously.

### **Commissioner Committee Reports (August 13 – August 27, 2019)**

Commissioner Falk reported on the following committee(s): Highway Committee Meeting; Wage Negotiation Meeting; Safety Committee Meeting; NW Community Action Meeting; Building Committee Meeting.

Commissioner Horner reported on the following committee(s): Highway Committee Meeting; Wage Negotiation Meeting; Social Services Board Meeting; Tour of Intercept Industries; Warroad City Council Meeting.

Commissioner Swanson reported on the following committee(s): Highway Committee Meeting; Wage Committee Meeting; Meeting with Senator Tina Smith; Jadis Township Board Meeting; Insurance Committee Meeting; Safety Committee Meeting; Association of MN Counties (AMC) Board of Directors Strategic Planning Meeting; Roseau School Board Meeting; Social Services Board Meeting; Building Committee Meeting; Roseau Promotions Director Performance Review.

Commissioner Walker reported on the following committee(s): Highway Committee Meeting; MN Deer Hunter's Association Meeting; Insurance Committee Meeting; Transition/Sober Housing Meeting; Social Services Board Meeting; One Watershed One Plan Meeting.

Commissioner Wicklund reported on the following committee(s): Highway Committee Meeting; Tour of Intercept Industries; Solar Township Board Meeting.

Litigation Update (close meeting pursuant to MN Statute 13D.05, Subd.3b)

Following discussion with Attorney Scott Anderson, a motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously to give Attorney Anderson the authority to make a Rule 68 offer, and to act in conformity with the discussion that had occurred with the Board, in regards to the Magnusson litigation.

Upon motion carried, the Board adjourned the meeting at 11:10 a.m. The next Regular meeting of the Board is scheduled for Tuesday, September 10, 2019 at 8:30 a.m.

Attest:

Date: \_\_\_\_\_

\_\_\_\_\_  
Joleen Kezar, Board Clerk  
Roseau County, Minnesota

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



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Consent 2 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> Veteran Services Office
<b>Subject Title (as it will appear on the Agenda):</b> Veteran Services Office – Approval of Donation		<b>Presenter:</b> Martin Howes
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Request the Board accept a donation from the Roseau/LOW Sportsman’s Club in the amount of \$3,101.50 for the betterment and support of our local Veterans and their families in their time of need, for the purpose of fuel cards, food cards, or anything deemed necessary by the CVSO.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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

<b>Agenda Item #:</b> Consent 3 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> Coordinator
<b>Subject Title (as it will appear on the Agenda):</b> Letter of Support – Warroad to Roseau Railbed ATV-OHM Trail	<b>Presenter:</b> Jeff Pelowski	
	<b>Estimated Amount of Time Needed for Discussion:</b> <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	
<b>Board Action Requested:</b> Requesting authorization to submit a letter from the Board supporting this proposed trail, per the attached information.		
<b>Background:</b> The submittal deadline for comment is Friday, September 13, 2019.		
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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 _____		

## News Release

### DNR seeks input on Warroad-Roseau Railbed ATV trail proposal

August 15, 2019

The Minnesota Department of Natural Resources invites public review and written comments on a Roseau County proposal to obtain grant-in-aid funding for additions to the all-terrain vehicle (ATV)/off-highway motorcycle trail system in Beltrami Island State Forest.

The trail, known as the Warroad-Roseau Railbed, would provide a 19.25-mile trail connection between the cities of Warroad and Roseau. The trail would follow an abandoned railbed owned by the Roseau-Lake of the Woods Sportsman's Club. The club and Roseau County would maintain the trail.

The DNR will accept written comments until 4:30 p.m. Friday, Sept. 13. Comments may be submitted:

- Via email to [jack.pellinen@state.mn.us](mailto:jack.pellinen@state.mn.us)
- Via mail to Jack C. Pellinen, area supervisor, Parks and Trails Division, Minnesota DNR, 48990 County Road 4, Roseau, MN 56751.
- A map of the proposed trail segments can be found at ([www.dnr.state.mn.us/input/mgmtplans/ohv/plans/index.html](http://www.dnr.state.mn.us/input/mgmtplans/ohv/plans/index.html)).
- For more information, call Jack C. Pellinen, 218-526-1362.

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# Warroad-Roseau Railbed ATV-OHM Trail, Roseau County

## Project Description

The DNR invites public review and written comment on a proposal by Roseau County to obtain state Grant-in-Aid (GIA) funding for a 19.25 mile All-Terrain Vehicle (ATV)/Off-Highway Motorcycle (OHM) trail in Roseau County. The ATV/OHM trail will be maintained by the Roseau-Lake of the Woods Sportsman's Club as part of their GIA trail system.

### Project description

([https://files.dnr.state.mn.us/input/mgmtplans/ohv/plans/roseau\\_warroad\\_railbed\\_r](https://files.dnr.state.mn.us/input/mgmtplans/ohv/plans/roseau_warroad_railbed_r) PDF)

## Public review

The DNR welcomes public perspectives and comments on the proposal. The deadline for comments is 4:30 p.m. Friday, September 13, 2019.

## Submit written comments

**Email:** [Jack.Pellinen@state.mn.us](mailto:Jack.Pellinen@state.mn.us)  
(<mailto:Jack.Pellinen@state.mn.us>)

**Mail:** Jack C. Pellinen, Area Supervisor  
DNR Parks and Trails  
48990 County Road 4  
Roseau, MN 56751

For more information, or to request a printed copy of the proposal, please call Jack C. Pellinen, at 218-526-1362, or [contact the DNR Information Center \(/info/index.html\)](#).

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(/)

### Questions?

Call 651-296-6157 or 888-MINNDNR (646-6367)

Email us: [info.dnr@state.mn.us](mailto:info.dnr@state.mn.us) (<mailto:info.dnr@state.mn.us>)

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**Roseau/Lake of the Woods Sportsman's Club  
Grant in Aid All-terrain Vehicle Trail Proposal  
Project Summary**

**Sponsor:** Roseau County

**Proposer:** Roseau/Lake of the Woods Sportsman's Club

**Project Name:** Roseau-Warroad Railbed

**Project Users:** All-terrain Vehicles (ATVs) Class 1 and Class 2

**Trail Administration:** DNR Area 1C Supervisor at Hayes Lake State Park

**Partners:** Roseau County, Enstrom Township, Lake Township, Spruce Township, Roseau/Lake of the Woods Sportsman Club, MNDNR

**Trail Location:**

Roseau County

<b>Township</b>	<b>Range</b>	<b>Sections</b>
162 N	38 W	1, 2, 3, 7, 8, 9, 10, 18
162 N	39 W	13, 14, 15, 16, 19, 20, 21
163 N	36 W	30
163 N	37 W	25, 26, 27, 31, 32, 33, 34
163 N	38 W	36

**Miles of trail by type:**

Total mileage of the proposed ATV GIA trail is approximately 19.25 miles including:

Road/Trail Authority	Approx. Miles	Description
Roseau/Lake of the Woods Sportsman's Club	19.25	New ATV Trail will be added along the old Roseau to Warroad rail bed which is currently owned by the Roseau County Trailblazers. The proposed trail route is already being used as a grant in aid snowmobile trail in the winter months.

**Project Description:**

Roseau County encourages user groups to develop comprehensive all-terrain vehicle (ATV) trails and routes. The Roseau/Lake of the Woods Sportsman Club seeks to add a new 19.25 mile trail along the rail bed connecting Roseau and Warroad to help facilitate the County's desires. The Roseau County Trailblazers Snowmobile Club purchased the rail bed upon its abandonment by the railroad. It was incorporated into the Snowmobile Grant in Aid system at that time. Eventually the club plans to connect the new trail to the existing ATV network in Beltrami Island State Forest, providing Roseau with direct access to those trails. As of this time, these plans are visionary with no immediate plans. Benefits of this connection would include improved access between existing trail sections, removing some ATV traffic from county roads, and resource coordination with the snowmobile GIA program since the route is already used for that purpose in the winter.

The Roseau/Lake of the Woods Sportsman Club proposes to sign and maintain this trail for use by Class 1 and 2 ATVs from May 1-November 1 of each year, unless otherwise authorized or prohibited by the DNR, Roseau County, or other public land manager.

Administration of the trail will follow: guidelines provided in the State of Minnesota GIA OHV Program Manual; requirements of the trail sponsor and Roseau County.

The trail will be operated, maintained, and managed by Roseau County with assistance and support provided by the Roseau/Lake of the Woods Sportsman Club. The cost of maintenance is eligible for up to 90% reimbursement through the GIA program. The sponsor and the DNR will share monitoring responsibilities. The trail will be monitored by the DNR Parks and Trails Area Office IC located in Hayes Lake State Park, supplemented by the DNR's Trail Ambassador program. Volunteer Trail Ambassadors promote safe, environmentally responsible operation of OHVs through informational and educational contacts and on-trail monitoring.

**Trail Route Description:**

The proposed route follows the abandoned rail bed connecting the cities of Roseau and Warroad, providing a safe corridor for ATV traffic. The trail is located in an environmental transition area of Minnesota where the coniferous forest gives way to the prairies of the Red River Valley. As a result of this unique location, wildlife enthusiasts will appreciate Roseau's outdoor paradise and the sandy pine forests to the east. At any time, the trail user may observe wildlife such as bear, deer, wild turkey, grouse, fox, turtles, rabbits, ducks, geese, porcupine, wolves and many wild bird species.

The ATV route will traverse across the old Minnesota Northern Railroad line and throughout most of the journey the trail will mirror Minnesota Trunk Highway 11. The trail will start on the eastern end of the City of Roseau and end on the precipice of the City of Warroad.

**Trail Construction**

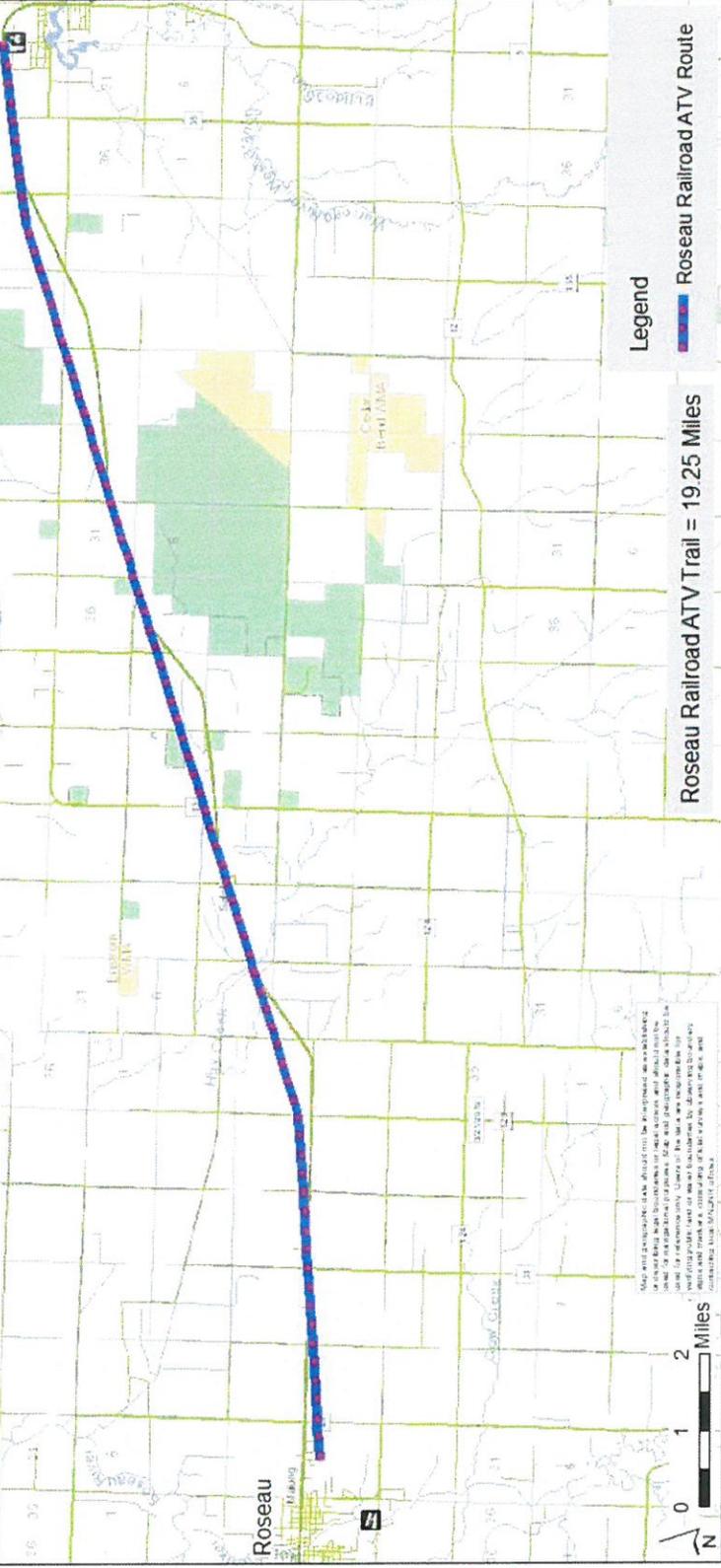
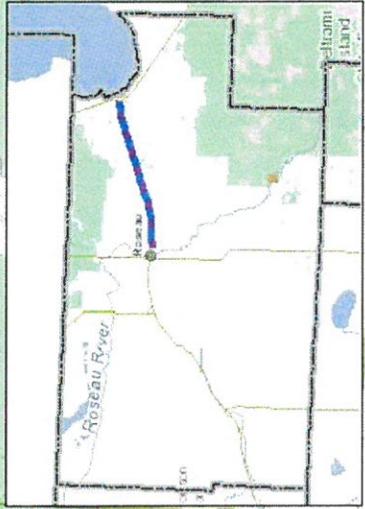
Trail construction will be minimal as it will follow an existing harden surface. The trail surface was harden by the previous owner for use as a railroad. Bridges where needed are currently in place and there are no plans to construct any new infrastructure. Regular maintenance such as grading will occur as needed.

**Trail Vision Statement:**

The Roseau/Lake of the Woods Sportsman's Club's vision is to connect the human spirit with nature by supporting sustainable ATV riding experiences and promoting responsible stewardship principles so that all can enjoy the outdoors in Northern Minnesota.

# Roseau/LOW Sportsman's Club: Warroad to Roseau Grant in Aid ATV Trail Proposal

The Roseau County Trailblazers Inc would like to incorporate 19.25 miles of a new All-Terrain Vehicle trail into the Grant in Aid System. The Roseau County Trailblazers bought the old railroad line between Warroad to Roseau. Currently the railline is serving as a Snowmobile Grant in Aid trail.



Legend

Roseau Railroad ATV Route

Roseau Railroad ATV Trail = 19.25 Miles

Map and geographic data should not be interpreted as a guarantee of accuracy. The user of this map is responsible for verifying the accuracy of the data and for any errors. The user of this map is responsible for any errors. The user of this map is responsible for any errors. The user of this map is responsible for any errors.



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Consent 4 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> Attorney
<b>Subject Title (as it will appear on the Agenda):</b> Pay Grade Change – Legal Administrative Assistant(s)	<b>Presenter:</b> Kristy Kjos	
	<b>Estimated Amount of Time Needed for Discussion:</b> <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	
<b>Board Action Requested:</b> Requesting Board approval of the attached Payroll Change Forms.		
<b>Background:</b> Per County Policy, this request was presented to the Board at their September 3, 2019, Work Session.		
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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: DeAnn C. Anderson

Effective Date: 09/09/19

Title: Legal Secretary

Board Approval Date: ~~09/09/19~~  
09/10/19

Department: County Attorney's Office

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 6E (new grade/step) \$24.99 (new hourly rate)
- Vacation Anniversary  
Changing to:  1 - 3 yrs,  3 - 15 yrs,  20 + yrs
- Address Change \_\_\_\_\_
- Title Change \_\_\_\_\_ (new title)
- Resignation / Termination
- Retirement
- Layoff
- Other Grade Change proposal approved by County Board from 5G to 6E

## 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	
<b>Total Payout</b>					<b>\$0.00</b>	

## Comments

**Approved by**

*[Handwritten Signature]*

Department Supervisor Signature

*9/6/19*

Date

Copy to Auditor's Office

Copy to Coordinator's Office

# Payroll Change Form

Name: Mary A. Olafson

Effective Date: 09/09/19

Title: Legal Secretary

Board Approval Date: ~~09/09/19~~ 09/10/19

Department: County Attorney's Office

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 6E (new grade/step) \$24.99 (new hourly rate)

Vacation Anniversary

Changing to:     1 - 3 yrs,     3 - 15 yrs,     20 + yrs       

Address Change \_\_\_\_\_

Title Change \_\_\_\_\_ (new title)

Resignation / Termination

Retirement

Layoff

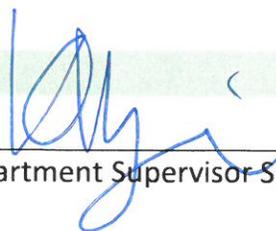
Other Grade Change proposal approved by County Board from 5G to 6E

## 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	
<b>Total Payout</b>					<b>\$0.00</b>	

## Comments

**Approved by**



Department Supervisor Signature

9/6/19

Date

Copy to Auditor's Office

Copy to Coordinator's Office

# Payroll Change Form

Name: Diane R. Roseen

Effective Date: 09/09/19

Title: Legal Secretary

Board Approval Date: 09/09/19  
*09/10/19*

Department: County Attorney's Office

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 6E (new grade/step) \$24.99 (new hourly rate)

Vacation Anniversary

Changing to:  1 - 3 yrs,  3 - 15 yrs,  20 + yrs

Address Change \_\_\_\_\_

Title Change \_\_\_\_\_ (new title)

Resignation / Termination

Retirement

Layoff

Other Grade Change proposal approved by County Board from 5G to 6E

## 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	
<b>Total Payout</b>					<b>\$0.00</b>	

## Comments

Approved by

*[Handwritten Signature]*

Department Supervisor Signature

*9/6/19*

Date

Copy to Auditor's Office

Copy to Coordinator's Office



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Consent 5 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> Attorney
<b>Subject Title (as it will appear on the Agenda):</b> Pay Grade Change – Assistant County Attorney		<b>Presenter:</b> Kristy Kjos
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Requesting Board approval of the attached Payroll Change Form.		
<b>Background:</b> Per County Policy, this request was presented to the Board at their September 3, 2019, Work Session.		
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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: Michael P. Grover

Effective Date: 09/09/19

Title: Assistant County Attorney

Board Approval Date: 09/09/19

Department: County Attorney's Office

09/10/19

Employee Type:  Full-Time  Part-Time  Temporary  Seasonal

## Reason for Change

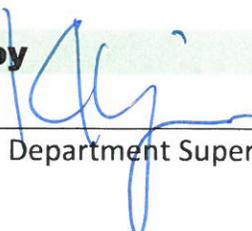
- New Employee \_\_\_\_\_ (hire date) \_\_\_\_\_ grade/step \_\_\_\_\_ hourly rate
- Rehire \_\_\_\_\_ grade/step \_\_\_\_\_ hourly rate
- Step Anniversary 12E (new grade/step) \$41.20 (new hourly rate)
- Vacation Anniversary  
Changing to:  1 - 3 yrs,  3 - 15 yrs,  20 + yrs
- Address Change \_\_\_\_\_
- Title Change \_\_\_\_\_ (new title)
- Resignation / Termination
- Retirement
- Layoff
- Other Grade Change proposal approved by County Board from 11G to 12E

## 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	
<b>Total Payout</b>					<b>\$0.00</b>	

## Comments

Approved by

  
\_\_\_\_\_  
Department Supervisor Signature

9/6/19  
\_\_\_\_\_  
Date

Copy to Auditor's Office

Copy to Coordinator's Office



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Consent 6 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> Social Services
<b>Subject Title (as it will appear on the Agenda):</b> Social Worker Hire		<b>Presenter:</b> Karla Langaas
<b>Estimated Amount of Time Needed for Discussion:</b> <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		
<b>Board Action Requested:</b> Requesting Board approval to hire Nicole Hinson as a Social Worker, effective September 30, 2019. This position is a Grade 7, Step A.		
<b>Background:</b> This hire is to fill a vacant position.		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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

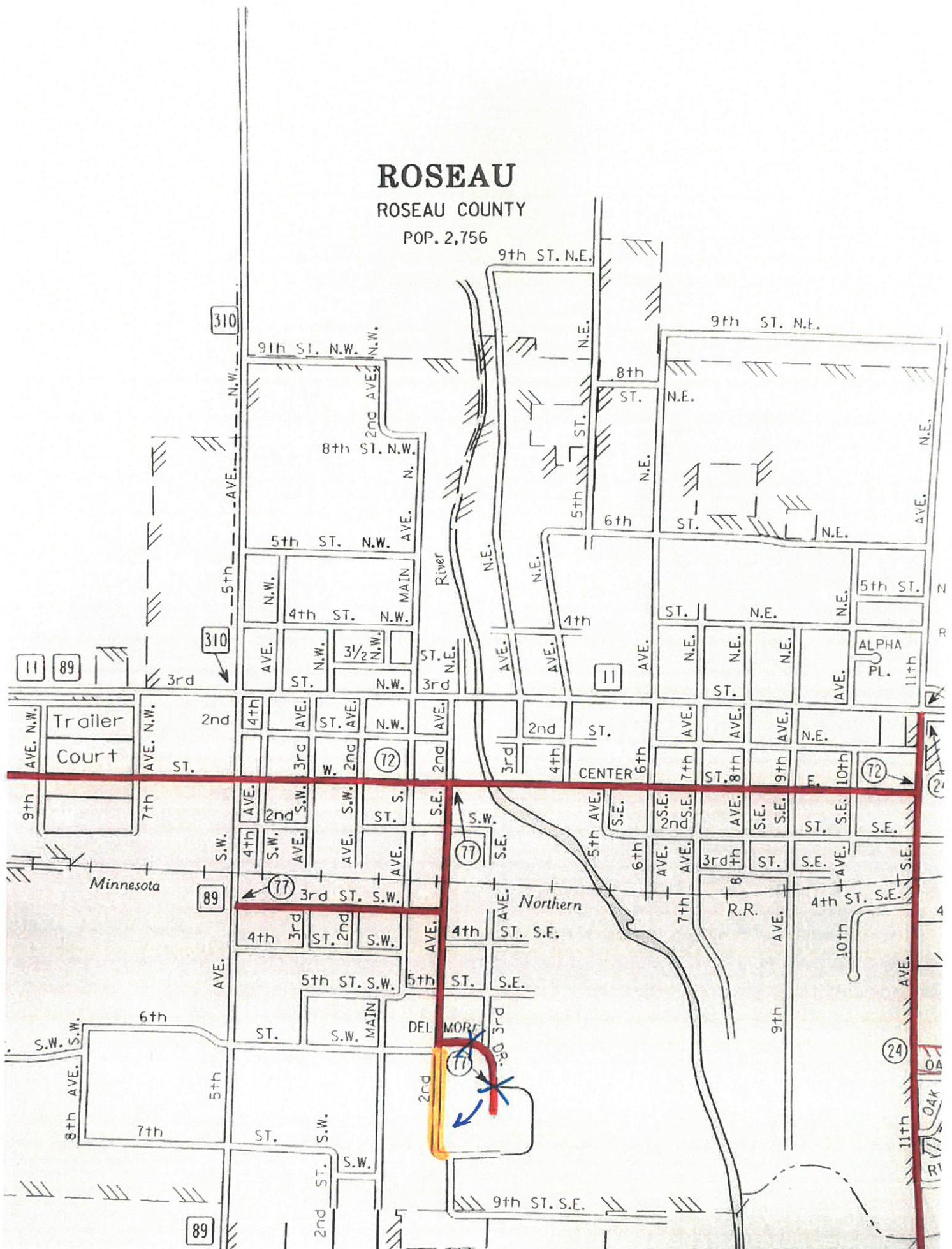
<b>Agenda Item #:</b> Department Reports 1a <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> Highway
<b>Subject Title (as it will appear on the Agenda):</b> County Road 77 Designation Change	<b>Presenter:</b> Brian Ketring	
	<b>Estimated Amount of Time Needed for Discussion:</b> <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	
<b>Board Action Requested:</b> Requesting Board approval of the attached Resolution re-designating a portion of CR 77 in the City of Roseau.		
<b>Background:</b> State Aid Highways must either terminate at Trunk Highways, other CSAH's, or they can be terminated at a hospital emergency room. Lifecare Medical Center has relocated the emergency room where CR 77 previously terminated; therefore, CR 77 needs to be re-designated accordingly, (see attached Resolution and Site Map).		
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b>		
<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

ROSEAU COUNTY

POP. 2,756





# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board Item 1 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> Commissioners
<b>Subject Title (as it will appear on the Agenda):</b> Roseau County 125 <sup>th</sup> Anniversary Committee		<b>Presenter:</b> Jeff Pelowski
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Requesting Board approval to officially establish this Committee; and, to consider appointing 2 Commissioners to serve on the Committee.		
<b>Background:</b> As discussed at the September 3, 2019, Board Work Session.		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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 Board Action

<b>Agenda Item #:</b> County Board Item 2 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	September 10, 2019	<b>Originating Department:</b> Attorney
<b>Subject Title (as it will appear on the Agenda):</b> Courthouse Security Assessment Proposal		<b>Presenter:</b> Kristy Kjos
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Requesting Board approval of the attached Proposal provided by the Center for Judicial and Executive Security (CJES) to conduct a security assessment for the Courthouse at a cost not-to-exceed \$4,500.00.		
<b>Background:</b> As presented at the September 3, 2019, Board Work Session.		
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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 _____		



**Center for Judicial and Executive Security**

1708 Colby Lake Drive  
Woodbury, Minnesota 55125  
612.616.6744  
swensusms@comcast.net

Date: August 5, 2019

Attention: Kristy Kjos, Roseau County Attorney  
606 5th Ave. SW, Room 10 Roseau, Minnesota 56751

Subject: Security Assessment Proposal – Roseau County Courthouse

From: Steven K. Swensen, Director  
Center for Judicial and Executive Security

Please accept the following in response to your request for a security assessment of the Roseau County Courthouse located at 606 5<sup>th</sup> Avenue SW in Roseau, Minnesota. The Center for Judicial and Executive Security (CJES) has specifically prepared this proposal for your review and consideration.

Based in Saint Paul, Minnesota CJES was founded in July of 2009 by Steven K. Swensen upon his retiring from the United States Marshals Service after a distinguished 24-year career. CJES provides quality, comprehensive, cost-effective, innovative and creative management products, services, and solutions for judicial, government, executive, corporate, business, health, and law enforcement officials. Enhanced professional experience in the specialized areas of security, threat, risk and emergency management; prisoner custody, control, detention and transportation; and Court-Targeted Acts of Violence (C-TAV) research initiatives, and study incident-based assessment methodologies, uniquely qualifies CJES to perform the services listed.

The proposal is organized into the following sections:

- Understanding of Need
- Tasks and Work Plan Schedule
- Project Staffing
- Cost Proposal Statement

**Understanding of Need:**

Incidents are on the increase nationally since CJES first documented in its June 2010 C-TAV Study 185 courthouse shootings, bombings and arson-attacks during the 40-year-period 1970-2009. Further research into that period has uncovered 71 additional incidents for a total of 256 documented incidents; which have served to reaffirm key study findings (see below).

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## Center for Judicial and Executive Security

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CJES PROPOSAL – Roseau County Courthouse Security Assessment

Page Two

CJES has also documented 632 violent courthouse knifings, suicides, bomb plots, and assaults from 01/2005 thru 07/2019. In the years 2010 thru 2018 CJES further documented a total of 146 C-TAV incidents of violence – averaging approx. 16 every year.

The number one finding of CJES research studies is C-TAV incidents and other violent acts occurring within courthouses are increasing on an annual basis.

### Additional Key Findings of CJES Research Studies include:

- Court Security is not only Judicial Security – it is also an issue of ensuring the integrity of the judicial process, officer safety, violence in the workplace, violence against women and general public safety.
- There is an inherent risk to courthouses and court-operations.
- Greater than 70% of the time threat source motive can be considered case-related.
- Conditional elements required on the part of a threat source having the intent and ability to carry out an act of violence include: (1) having a specific site venue to target; (2) attempting to bypass or circumvent security; and (3) the incident site location affords an opportunity imposed condition – i.e., either a lack of security or recognized vulnerability that can be readily exploited.
- Comprehensive and effective court security programs are based on a concentrated multi-discipline approach process (MDAP).

### Five-Dimensions of Heightened Courthouse Threat/Risk:

- (1) Criminal Element (e.g., gang, extremist, terrorist...);
- (2) Prisoner Escape Attempts and/or Assaults (with and without accomplices and/or weapons).
- (3) Domestic Assault (i.e., Violence against Women);
- (4) Violent and/or Deranged Individuals (e.g., Active-Shooter); and
- (5) Violence in the Workplace.

Commissioning an independent security assessment is the first and most critical step in this process – i.e., minimizing the inherent and enhanced threat/risk.

A comprehensive assessment will effectively address court-targeted acts of violence; prisoner security issues; facility, staff, and public life safety; space design/layout; optimal protocols (i.e., policies and procedures); best practices; site-specific initiatives; and vicarious liability concerns.

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## Center for Judicial and Executive Security

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### CJES PROPOSAL – Roseau County Courthouse Security Assessment

#### Page Three

#### The proposed CJES Security Assessment incorporates and considers:

- High Risk Proceedings
- High Threat Proceedings
- High Profile Proceedings
- High Risk Prisoners
- High Threat Prisoners
- High Profile Prisoners
- Proper Use of and the Limitations of Restraints
- Risk Reduction and Mitigation Considerations
- Quality Control Measures
- Best Practices
- Contingency Planning
- Emergency Evacuations
- Historical Facilities
- Critical Infrastructure
- Training, Staffing and Certification Standards
- Policies and Procedures
- Situational Awareness
- Limitations, Vulnerabilities and Deficiencies (LDV)
- Space Design/Layout
- Site Plan and Circulation
- Ingress and Egress Routes
- Environmental Awareness
- CPTED and OPSEC
- Concentric Processes
- Baseline Specifications
- Site Specifications
- Site Plan
- Security/Safety Lighting
- Weapon(s) Requirements
- Lethal and Non-Lethal Intermediate Weapons
- Weapon Retention
- Prisoner Restrictions and Prohibitions
- Crimes of Opportunity
- Crimes of Intent
- Designated Parking
- Physical Security
- Controlled Access
- Intrusion Detection
- Internal Security
- Multi-Agency Facilities
- Empirical Research Data and Statistics

#### **Tasks and Work Plan Schedule:**

##### **Task I – Information Gathering, Analysis, and Site Visit Preparation**

Via independent research, teleconference, video conference or direct meeting(s) with the project liaison, the CJES project team will seek floor plans (e.g., blueprints, maps, diagrams...) of the related space design and layout, security manuals, security protocols, law enforcement and security guard force information, incident reports, and previous facility and/or program assessments. CJES will coordinate with the designated project liaison reference the above as well as scheduling site-visits.

##### **Task II – On-site Visit**

CJES will spend 2-3 days on-site including travel to and from Roseau County. During this period, CJES will perform an internal and external inspection of the related facility and adjacent areas; make its assessment of security limitations, deficiencies and vulnerabilities; take photographs and video (as approved); as well as interview a representative sample of courthouse officials, personnel, law enforcement and security officers. Interviews will be coordinated with the project liaison(s) who will also work with CJES in developing a plan to expedite and maximize the physical site inspection.

As requested a debriefing (recommended) can be conducted on the final day of the on-site visit. Participants are invited at the discretion of Roseau County and the project liaison(s).

##### **Task III – Preparation of the Final Draft Report**

CJES will provide the project liaison(s) with a final draft report that contains observations and recommendations regarding identified and assessed security issues. After a suitable time period (e.g., 7-10 business days) to examine the draft, CJES will conduct a review via conference call to address any questions, comments, and/or viewpoints. CJES will consider changes to the report based on those comments and/or any factual corrections received.

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**Center for Judicial and Executive Security**

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**CJES PROPOSAL – Roseau County Courthouse Security Assessment**  
**Page Four**

**Task IV - Delivery of the Final Assessment Report**

Once final changes to the draft report have been made, CJES will provide Five (5) color copies and One (1) electronic PDF copy of the final report to the project liaison.

After the contract is accepted and signed by all parties, the project is expected to be completed in approximately 12 weeks. In order to meet this deadline, task performance has to be an almost continuous sequence with logical breaks between tasks. The schedule is dependent on the timing of project initiation, pace of client feedback, and logistical preparation and response (e.g., obtaining facility floor plans, existing policies and procedures...).

The project schedule, in terms of weeks, approximates the following:

TASK DESCRIPTION	WEEKS FROM PROJECT START DATE					
	1-2	3-4	5-6	7-8	9-10	11-12
Information Gathering	XX					
Site-Preparation	XX					
Site-Analysis	XX	XX				
On-site Inspection		XX				
Preparation of the Final Draft			XX	XX		
Client Review and Comments					XX	
Delivery of the Final Report						XX

The CJES Security Assessment will identify *operations-effective* and *cost-effective* solutions that significantly increase the safety/security of all stakeholders. Assessment findings and subsequent recommendations fully support site operations while minimizing the negative impact (i.e., not interfering with day-to-day operations) on staff and visitors. The assessment will not provide for or dictate a “Fort Knox” level of security – that is not the desire, intent or need.

**Project Staffing:**

**STEVEN K. SWENSEN** is the Director for the Center for Judicial and Executive Security. He is a recognized subject-matter-expert (SME) in the specialized fields of Court/Judicial Security Operations; Contemporary Threat/Risk Management; and advanced Threat, Risk, and Security Assessments.

- Steve will personally conduct all aspects of the assessment from start to completion.
- Please reference the attached curriculum vitae for more detailed and further qualifications.

**Cost Proposal Statement:**

**The total cost to conduct a comprehensive security assessment and project report on the Roseau County Courthouse, as proposed and outlined under Tasks I-IV, is: \$4,500.00.**

Note: the comprehensive security assessment, as proposed herein, and the above cost proposal does not include the development and provision of site-specific informational materials – to include required contingency plans, incident response, evacuation, and policies and procedures (other than recommendations and sources) to address identified and assessed strategic gaps.

The project cost includes all professional and administrative time, travel, taxes and indirect CJES costs. Examples of indirect costs include equipment, supplies, telephone, printing/photocopy, postage, and miscellaneous items. CJES travel expenses (i.e., mileage, lodging and per diem) are based on current, at the time of the site-inspection, General Security Administration (GSA) domestic per diem rates.

A supplemental option to this cost proposal would include providing you with the required documents (i.e., policies, procedures, guidelines, and manuals) to address every identified strategic gap in a comprehensive and contemporary manner. The documents are developed to ensure sustainability and for ease of use for designated staff to conduct annual reviews and prepare the appropriate updates. In essence this process allows for you to always have and maintain best practices and site-specific solutions.

- **The total cost for this supplemental option is determined on a not-to-exceed figure of: \$4,000.00.**
- It is based on past experience in conducting assessments and identifying strategic gaps in similar sized facilities. If required a more detailed explanation of services can be provided upon request.

Of added value CJES will conduct and provide an assessment (at no additional cost) determining the courthouse “Facility Threat/Risk Level” (FTRL). This designation provides you a “snapshot” of the current threat/risk of your facility by assessing factors (9-total) such as targeted violence, mission criticality, symbolism, site-operations, building composition, etc.

If you or others have any questions or would like to discuss the proposal in further detail, please do not hesitate to contact me via the provided contact information. Thank you.



## STEVEN K. SWENSEN

1708 Colby Lake Drive  
Saint Paul, MN 55125  
[swensusms@comcast.net](mailto:swensusms@comcast.net)

Mobile No. 612-616-6744

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### DIRECTOR, CENTER FOR JUDICIAL AND EXECUTIVE SECURITY (CJES)

*Provide quality comprehensive management consultation services and products designed to maximize available resources, minimize assessed threat/risk, and qualify/quantify emergency response actions*

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#### CORE STRENGTHS

**Program Development & Management:** Specialize in contemporary program development and implementation with unique ability to independently identify, focus, and continuously upgrade critical-mission area responsibilities and assignments. Recognized for outstanding efforts in assessing and determining agency, project, and assignment priorities; maximizing cost-effective and program-productive efficiency.

**Performance Management:** Perform duties and responsibilities at extraordinary high-quality levels. Self-starter motivated to exceed lofty performance standards, improving and enhancing process methods, while displaying exceptional interpersonal communication skills.

**Organization:** Use outstanding documentation and classification systems; while applying independent administrative and technological processes with superior organizational skills and inter-organization collaboration efforts; supporting high-yield work products.

**Personal Characteristics:** Exhibit an advanced degree of integrity subscribing to a twice the product/performance in half the time philosophy. Inherently select ability to multi-task and display experience-based judgment as a team builder, mentor, and leader.

**Operational Policies & Procedures:** Display exceptional abilities in drafting/scheduling the implementation of complex, comprehensive, and model national/local policies and procedures via operational and administrative manuals, directives, training, and stand-alone products.

**Training:** Accomplished in the developing, outlining, and presenting of individual and group training modules covering multiple disciplines. Demonstrated high-level of proficiency in Table-Top, Functional, Full-Scale Exercise and Train the Trainer Programs. Established instruction methods include conducting presentations, seminars, and briefings; and preparing/disseminating informational training manuals, correspondence, bulletins, and notices.

#### QUALIFICATIONS & EXPERTISE

##### SECURITY MANAGEMENT

- Security Analysis & Assessment
- Facility/Site Surveys & Audits
- Security/Mail Screening
- Guard Force Management & Contracts
- Security Systems Integration
- Personal & Travel Security
- Off-site Security Considerations
- Program/Policy/Procedure Validation
- Architectural Space Design/Layout

##### THREAT MANAGEMENT

- Threat Analysis & Assessment
- Violent Behavioral Analysis, Assessment and De-escalation Techniques
- Threat Management Strategies
- Threat Source Identification & Profiles
- Protective/Threat Intelligence
- Protective/Threat Investigations

##### RISK MANAGEMENT

- Risk Analysis & Assessment
- Vulnerability Analysis & Assessment
- Environmental Impact Studies
- Operations Security (OPSEC)
- Geographical Informational Systems
- Violence in the Workplace

##### EMERGENCY/INCIDENT MANAGEMENT

- Continuity of Operations Planning
- Occupant & Facility Emergency Plans
- Judicial & Executive Security Planning
- Operations, Contingency, and Incident Response and Mitigation

#### PROFESSIONAL EXPERIENCE

Director, Center for Judicial and Executive Security (CJES)  
Saint Paul, Minnesota

July 2009 - Present

Department of Justice, United States Marshals Service (USMS)  
District of Minnesota – Minneapolis/St. Paul

October 1985 – June 2009

79<sup>th</sup> Military Police Company, United States Army Reserve  
Rochester, Minnesota

1984-1990

### **USMS & CJES Special Accomplishments:**

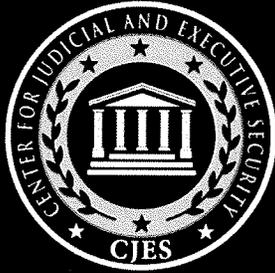
- Successfully investigated over 300 inappropriate communications and threats, assessing and determining the appropriate case-specific threat management strategies and protective services; against Federal Judges, U.S. Attorney's, and other officials.
- Served as case agent on multiple USMS escape and judicial threat investigations – including providing grand jury and court hearing testimony.
- Four-year commitment as the USMS Security Programs Manager for the \$150 million dollar Minneapolis Federal Courthouse Construction Project; Four-year commitment as the Security Programs Manager for the \$50 million dollar Saint Paul Federal Courthouse Renovation Project; Twelve-year assignment as Court Security Coordinator; and Twenty-year assignment as Threat Analysis Coordinator and Protective Intelligence Investigator (PII).
- USMS Operations Supervisor over thousands of district prisoner productions, medicals, custody, control, detention and transportation assignments.
- In 1999 developed and authored the Minnesota Conference of Chief Judges Court Security Manual distributed to every judge, county attorney, and sheriff in the State of Minnesota; and distributed by the National Center for State Courts, National Sheriffs Association, and multiple others.
- Conducting 52 Courthouse, Residential and/or Facility Security Assessments for Federal, state, tribal, and local officials.
- Domestic Terrorism (Anti-Government Extremists) Instructor for the National Interagency Civil Military Institute; Certified Law Enforcement Instructor for the Minnesota Peace Officer Standards and Training Board; and Protective Investigations Training Program Instructor on Program Development, Threat Management Strategies, and Case Studies for the USMS Office of Protective Intelligence (2005-present).
- In 2008 revised the USMS, JSD/OPI national publication "A Guide to Protective Investigations and Contemporary Threat Management."
- Appointed as a Subject-Matter-Expert (SME) to the USMS Special Purpose and Space Requirements and Specifications Board; Threat Analysis Division Process Improvement Team; Court Security Officer National Contracts Technical Evaluations Board (TEB); and Court Security Officer Contracting Officers Training Board.
- In 2010 authored and published the CJES, Judicial Counter-Violence Initiative (JCVI), Court-Targeted Acts of Violence (C-TAV) Study on Courthouse Shootings, Bombings, and Arson-attacks in the United States from 1970-2009.
- Continued research into C-TAV incidents; and the documenting/tracking and publishing of violent courthouse incidents (Federal, State and Local) occurring on a nation-wide basis from 2005-Present.
- Development of security, threat, risk, and vulnerability assessment methodology processes specific to judicial, government, schools, and executive services and facility self-protection. Reference CJES Bulletins.
- Development of a facility threat/risk level designation matrix using 9-factors (based on empirical data) to analyze and assess general threat/risk.
- Security consultant (2009-2014) for Ryan Companies US, Inc. on the \$160 million dollar Bishop Henry Whipple Federal Building expansion/renovation (ICE ERO/SPC and EOIR) project in Minneapolis, Minnesota.
- Partnership with the National Center for State Courts (NCSC) on multiple projects to include conducting security assessments and advanced security-focused training across the country, and being awarded a Bureau of Justice Assistance Grant (2011-2013) to conduct a national assessment on state, tribal, and local courthouse security. Published in February 2014.
- Requested to review and endorse U.S. Senator Al Franken's 2012 ALocal Courthouse Safety Act@ legislation.
- In 2012 co-authored the article "Courthouse Security Incidents Trending Upward: The Challenges Facing State Courts Today" with the NCSC
- From August 2012 thru February 2017 served as a private sector advisor on the State of Minnesota Advisory Committee on Capitol Area Security.
- Ongoing partnership with the Minnesota Sheriff's Association to develop and provide court security training throughout the State of Minnesota.

### **EDUCATION & PROFESSIONAL DEVELOPMENT**

Bachelor of Science in Criminal Justice, Minnesota State University, Mankato, MN  
Minnesota Peace Officers Standards and Training (POST) Academy, Bloomington, MN  
Basic & Advanced Deputy U.S. Marshal Academies, Federal Law Enforcement Training Center, Glynco, GA  
USMS Leadership Management Training I & II, United States Marshals Service, Camp Beauregard, LA & Glynco, GA  
Multiple Protective & Threat Investigations and Intelligence Training Programs – Federal, state, local and private agencies  
Multiple Security, Threat, Risk and Emergency Management Training Programs – Federal, state, local and private agencies

### **AWARDS & RECOGNITION**

- Director's Distinguished Service Award, USMS
- Commendation, State of Minnesota
- Distinguished Service Award, MN Sheriff's Assoc.
- Civil Servant of the Year, Federal Executive Board
- Outstanding Contributions to Threat Analysis and Assessment, USMS Threat Analysis Division
- Director's Special Achievement Award, USMS
- Distinguished Act, MN State Supreme Court
- Outstanding Contributions to Law Enforcement, MN Bureau of Criminal Apprehension (BCA)
- Outstanding Contributions to Courts Design, USMS Facilities Management Division
- 22 Outstanding Annual Performance Ratings, United States Marshals Service
- 15 Special Achievement & Superior Accomplishment Awards, United States Marshals Service
- 18 Special Act Awards, United States Marshals Service
- 6 Quality Step Increases (QSI), United States Marshals Service
- 3 Employee Suggestion Awards, United States Marshals Service
- 75+ Letters of Commendation & Appreciation; Federal, state, local, and private officials; and the general public



## SECURITY ASSESSMENTS

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### CJES Security Assessments are Based on Two Key Components:

- I. **Knowing the critical information data to collect; and what key questions to ask.** This is facilitated through use of a contemporary comprehensive methodology and “checklist” format that has been specifically developed for the related site environment and operations.
- II. **Possessing the professional experience (i.e. subject-matter-expertise and empirical data) to correctly use the compiled data and interpret responses to “checklist” questions.** Weighted value is then appropriately placed on individual and collective findings – with the final result being a prototypical assessment product.

CJES empirical data has been gathered through its unprecedented research and documentation of prior adverse incidents and events. The result is a qualified/quantified analytical understanding of: *What counter measures work?* (i.e. deter, prevent, detect, and alert) and *What counter measures have been compromised and/or circumvented by adverse actions?* This focus is then concentrated on identifying successful recommendations and solutions.

CJES security assessments are a combination of performance and specifications-based documents; and incorporate a layered or concentric process of security that thoroughly considers (from security, threat, risk, and emergency management perspectives) the situational and interrelated aspects of: (1) Geographic Information Systems (GIS); (2) Site-Plan and Contiguous Environment; (3) Facility Envelope and Perimeter; (4) Facility Interior; (5) Utilities; (6) Agency, Department, and Office Operations; and (7) Tests, Training, and Exercises.

### Individual Areas of Assessment include but are not limited to:

Architecture and Interior Design / Site Planning / CPTED  
Active and Passive Barriers / Agency Space Layout / Fire Protection  
Structural, Mechanical, and Electrical Engineering / HVAC  
Public and Secured Circulation / Physical Security / Security Screening  
Intrusion Detection Systems / Controlled Access Systems / CCTV  
Mail, Shipping, and Delivery Screening / All-Hazards Mitigation  
Occupant Emergency Plans / Contingency Plans / Incident Response  
Specialized Operations / Protective Intelligence & Investigations

The assessment process is centered from a site-tailored inspection and focus (individual and group) meetings with designated officials and employees/staff. Best practice principles are used extensively with the resulting recommendations and solutions also designed to be both operations-effective and cost-effective.

Complementing final processes a CJES Facility Threat/Risk Level (FTRL) designation (reference CJES Risk Assessment Bulletin) is completed and assigned to the assessed facility.

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## RISK ASSESSMENTS

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CJES Facility Threat/Risk Levels (FTRL) are based on nine prototypical assessment factors related to: (1) Mission Criticality; (2) Agency Operations; (3) Symbolism; (4) Facility Population; (5) Facility Composition; (6) Targeted Violence; (7) Vulnerability; (8) Crime Data; and (9) Natural Hazards.

Each factor is individually assessed and assigned a point value. Baseline rating scores of all 9-factors are then adjusted depending on site-intangibles. The CJES/FTRL has four classification levels with the higher the level rating – the greater the site or facility associated threat/risk. Final linguistic ratings are determined by total point values falling within set numerical ranges.

While the CJES/FTRL provides a general overview of a facilities threat/risk; CJES Risk Assessments provide a comprehensive analysis of risks assessed in context to and correlation with empirical data, elements, and factors; agency operations; and a facilities limitations, deficiencies, and vulnerabilities (LDV).

Risk (R) generally defined:  $R = I \times L/A \times L/S$

- Impact = [I]
- Likelihood of Attack = [L/A]
- Likelihood of Success = [L/S]

Further Defined: Likelihood [L] = Conditional Probability [C/P]  
Further Defined: Impact [I] = Severity of Consequences (S/C)

Therefore:  $R = S/C \times C/P[L/A] \times C/P[L/S] \times C/P[LDV]$

Note: The C/P[LDV] risk component is whether LDV's can be independently or collectively compromised or circumvented in order for the adverse action(s) to be successfully carried out.

Prisoner escapes are an example of one type and level of specific risk identified with courthouses. Consequently escapes would be measured and assessed from multiple designated site areas within the facility (e.g. holding cells, prisoner circulation, courtrooms ...) against the introduction of weapon(s), accomplices, negligent policies and procedures, injuries/death ...

CJES Risk Assessments utilize a 12-degree numeric and linguistic rating scale that identifies the level of risk for single and combined factors – accounting for optimal resolution prioritization.

Risk = a specific level and type of adverse action  
Threat = the cause or event behind the adverse action

Note: Once a threat source has been identified the comprehensive threat assessment process replaces the risk assessment process.

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# Roseau County Request for Board Action

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

AUGUST 28, 2019 - UNIVERSITY of MINNESOTA CITIZENS ADVISORY COUNCIL (ST PAUL); presentation from Dean Bev Durgan

AUGUST 28, 2019 - ASSOCIATION OF MINNESOTA COUNTIES (AMC) EXTENSION COMMITTEE (ST PAUL); presentation on Extension's Rural Stress Task Force

AUGUST 29, 2019 - AMC CANNABIS COMMITTEE (ST PAUL); created a document for discussion at AMC Policy Conference

SEPTEMBER 3, 2019 - OPERATIONS COMMITTEE; Randy Prachar (DNR) on RRWD Lakebottom Project land acquisition

SEPTEMBER 3, 2019 - COMMITTEE OF THE WHOLE; performance reviews & department budget discussion

SEPTEMBER 3, 2019 - SOCIAL SERVICES; Asset Verification

SEPTEMBER 4, 2019 - COMMUNITY JUSTICE COORDINATING COMMITTEE

SEPTEMBER 5, 2019 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (GRAND RAPIDS)

SEPTEMBER 9, 2019 - ROSEAU CITY COUNCIL