

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **November 12, 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. Madeline Waage, NW Community Action – Little Brother/Little Sister Program Appropriation
2. Myles Hogenson, Trailblazers – Program Update
3. Sue Johnson, MnDOT Toward Zero Death (TZD) Director – TZD Program Update
4. Joe Laurin – County Road 139

9:30 Consent Agenda

1. October 22, 2019 Board Proceedings
2. Out-of-State Travel Request
3. Job Status Change Requests (Sheriff)
4. Payroll Change Request(s) – Deputy Auditor/Payroll & Deputy Auditor/Property Tax Positions
5. Advertise For Hire – Heavy Equipment Operator
6. Advertise For Hire – Case Aide (Social Services)
7. Tax-Forfeited Land Purchase – Laona Township

9:35 Department Reports

9:40 Committee Reports

9:45 County Board Items

1. Commissioner Committee Reports

10:15 Unfinished Business

10:15 Adjourn

***Limited to five minutes**

County Coordinator's Office e-mail address: joleen.kezar@co.roseau.mn.us, Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

District 1, John Horner - District 2, Jack Swanson, Chair
District 3, Roger Falk, Vice-Chair - District 4, Russell Walker - District 5, Daryl Wicklund

An Equal Opportunity Employer



Roseau County Request for Board Action

Agenda Item #: Board Appointment 1 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: NW Community Action
Subject Title (as it will appear on the Agenda): Little Brother/Little Sister Program Appropriation	Presenter: Madeline Waage	
	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 authorization to appropriate \$5,000.00 to the Program.		
Background: Originally, NW Community Action requested a \$20,000.00 County appropriation for this Program; however, they will be receiving a grant for that amount. In the short-term, they are requesting \$5,000.00 to finance the Program until the grant funding is allocated. Once the grant funding has been received, they will reimburse the County for any unused funds.		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: Board Appointment 2 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: Trailblazers
Subject Title (as it will appear on the Agenda): Trailblazers – Program Update	Presenter: Myles Hogenson	
	Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Myles will present an update to the Board.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: Board Appointment 3 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: MnDOT
Subject Title (as it will appear on the Agenda): Toward Zero Death (TZD) Program Update		Presenter: Sue Johnson
		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: Ms. Johnson will present a TZD Program update to the Board.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: Board Appointment 4 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): County Road (CR) 139		Presenter: Joe Laurin
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: Mr. Laurin has requested an appointment with the Board to further discuss CR 139.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

October 22, 2019

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, October 22, 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, Steve Gust, Brian Ketring, Daryle Dahl, Ryan Murray, Sue Grafstrom, Simon Kern, Jen Kern, Larry Kern, Tracy Halstensgard, Torin McCormack, Jason Braaten, Erik Magnusson, John Frislie, Elle Frislie, Emily Straw, Pete Beito, Sally Beito, Ardell Magnusson, Rodney Sikorski, and Randy Prachar.

APPROVAL OF AGENDA

Coordinator Pelowski requested adding a wage negotiation summary/discussion to County Board Items, which may require the Board to close the meeting pursuant to MN Statute 13D.03; Assessor Lund requested adding an update on a potential lawsuit to County Board Items, which would require the Board to close the meeting pursuant to MN Statute 13D.05, Subd. 3(b); and, Auditor Monsrud requested adding acceptance of payment for sale of certain tax-forfeited properties, and a request to repurchase tax-forfeited property to the Department Reports. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Auditor Monsrud noted that the Joint Ditch meeting scheduled for Thursday, October 24, 2019, has been relocated from Rock Harbor Lodge to The Hawk in Roosevelt. Attorney Kjos requested to move the Water Surface Use Ordinance item to the Spring of 2020 due to current workload. Commissioner Swanson noted that the AMC District Meeting III is this Thursday in Fosston, MN.

APPROVE BILLS

A motion was made by Commissioner Falk, seconded by Commissioner Horner, and carried by a 4 to 0 vote, (Commissioner Swanson 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 10/10/2019 (Warrant #141493-141501)

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	3,371.14
MN DEPT OF FINANCE -TREAS	3,195.00
ROSEAU CITY	10,698.97
6 Payments less than 2,000.00	5,110.11
Final Total:	22,375.22

Warrants Approved For Payment 10/17/2019 (Warrant #141502-141520)

<u>Vendor Name</u>	<u>Amount</u>
JOHNSON OIL CO INC	5,998.08
KNIFE RIVER MATERIALS 1,	103,858.15
MARK SAND & GRAVEL CO	11,394.25

RIVERFRONT STATION	2,419.53
15 Payments less than 2,000.00	5,376.78
Final Total:	1,129,046.79

Warrants Approved On 10/22/2019 For Payment 10/25/2019 (Warrant #141521-141600)

<u>Vendor Name</u>	<u>Amount</u>
ANDERSON-CRANE RUBBER COMPANY	3,334.70
ASSN OF MN COUNTIES	2,625.00
FARGO FREIGHTLINER	33,512.39
FARMERS UNION OIL CO-WARROAD	4,481.38
GREENBUSH CITY	3,996.00
JOBS HQ	2,700.00
JOHNSON OIL CO INC	5,225.16
KKWQ BORDER BROADCASTING	4,464.00
KNIFE RIVER MATERIALS	8,680.00
LIBERTY TIRE RECYCLING SERVICES	2,016.41
LIFECARE MEDICAL CENTER-HOME HEALTH	2,845.53
M & R SIGN CO INC	14,005.40
MATTSON PHARMACY INC	6,283.21
MINNKOTA POWER	2,676.54
MSOP-MN SEX OFFENDER PROGRAM-D	4,716.00
NINTH JUDICIAL DISTRICT	38,747.38
NORTHERN RESOURCES COOPERATIVE	16,939.93
REGENTS OF U OF MINNESOTA	18,944.87
ROGER'S TWO WAY RADIO INC	10,695.27
ROSEAU CO COOP ASSN	10,847.88
ROSEAU DIESEL SERVICE INC	4,643.04
STOSKOPF REDI MIX ROSEAU INC	7,500.00
WILD 102	2,700.00
57 Payments less than 2,000.00	19,592.42
Final Total:	232,172.51

In addition, the Board approved one forthwith payment to Mark Beito in the amount of \$200.00 for beaver trapping on Ditch 23.

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS:

Randy Prachar, MnDNR – Roseau Lake Rehabilitation Project – No Net Loss Policy Variance Request

The MnDNR is requesting a variance to the County’s “No Net Loss Policy”, as there are approximately 330 acres of privately owned land the State would like to purchase for the project. He stated that a variance would be warranted due to the fact that the project will provide significant flood damage reduction benefits to the County, and that this is a joint project between the State and the Roseau River Watershed District. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously to approve the following Resolution:

2019-10-02

Resolution requesting approval of the Minnesota Department of Natural Resources to acquire parcels of land for inclusion in the Roseau Lake Wildlife Management Area:

WHEREAS, the Roseau Lake Rehabilitation project is a multipurpose project that will provide substantial wildlife habitat and flood damage reduction benefits, and

WHEREAS, the Minnesota Department of Natural Resources and the Roseau River Watershed District are partners on this project, and

WHEREAS, selected private land parcels that exist within the project footprint are needed in order to efficiently develop and operate the project, and

WHEREAS, the Minnesota Department of Natural Resources has identified 2 such parcels with willing sellers, and

WHEREAS, these parcels are described as follows:

1. SW1/4 SW1/4 in Sec 21 T163N R40W (40 acres), and
2. NE1/4 SE1/4 in Sec 23; NW1/4 NE1/4; N1/2 SE1/4; and that part of the S1/2 SE1/4 that lies north of the river, all in Sec 26 T163N R40W; and SW1/4 NW1/4 and that part of the NW1/4 SW1/4 that lies north of the river, all in Sec 27 (approximately 250 acres); and
3. All of the above is with Roseau County, Minnesota, and

WHEREAS, the Minnesota Department of Natural Resources requests that the Roseau County Board of Commissioners approve acquisition of the above parcels for inclusion in the Roseau Lake Wildlife Management Area,

THEREFORE, be it resolved that the Roseau County Board of Commissioners approves of the acquisition of the above listed parcels on this 22nd day of October 2019.

County Road (CR) 7

Jennifer Kern, and other Township residents, met with the Board to discuss CR 7 in Unorganized Township 162N, Range 44W (Juneberry) that has been washed out due to flooding, and a detour has been set up as the road is currently impassable. They commented on the road condition and the inconvenience/disruption the detour is having on those living in that area. Engineer Ketring commented that CR 7 is a State Aid Road and would need funding from the State to permanently repair the road. In addition, he stated that the County is attempting to get the road in useable condition as soon as possible. Commissioner Swanson suggested adding a long-term plan discussion for this road to the next Highway Committee Meeting Agenda.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the October 8, 2019, Board Proceedings; authorized Treasurer Gregerson to remit 32 unclaimed warrants to the State of Minnesota Department of Commerce Unclaimed Property Section, in the total amount of \$350.51; and approved a request to apply for a grant to fund the Next Generation 911 GIS Data Collection Project.

DEPARTMENT REPORTS

Auditor

Sale of Tax-Forfeited Properties

Auditor Monsrud requested the Board approve the payments from the City of Warroad and Moranville Township for the sale of tax-forfeited properties to those entities. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously to accept the payments for those properties.

Tax-Forfeited Property – Re-Purchase Request

Auditor Monsrud met with the Board regarding a request to re-purchase tax-forfeited property. It was noted that the County has received payment to pay off the unpaid taxes associated with this property. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously to approve the re-purchase of the property and to authorize Auditor Monsrud to submit the required paperwork to the State of Minnesota.

COUNTY BOARD ITEMS

Wage/Benefit Agreements

Coordinator Pelowski provided a summary of the current status of the wage/benefit negotiations with Teamsters 320 (Law Enforcement), Highway Department Group, and the Non-Union employees. The Board approved a three-year agreement with Teamsters 320 on October 8, 2019, and the Wage Committee has made a tentative three-year agreement with both the Highway Department Group and the Non-Union employees. Following discussion, a motion was made by Commissioner Horner, seconded by Commissioner Wicklund, and carried unanimously to approve Labor Agreements with the Highway Group, Non-Union employees, and appointed Department Heads. (Note: The Labor Agreements are on file in the County Coordinator's Office)

Commissioner Committee Reports (October 8 – October 22, 2019)

Commissioner Falk reported on the following committee(s): Wage Committee Meetings; Roseau River Watershed Board – Norland Impoundment Meeting; DNR LUP Meeting; Social Services Board Meeting; Northwest Community Action Committee Meeting.

Commissioner Horner reported on the following committee(s): Warroad City Council Meeting; Social Services Board Meeting; Lake Township Board Meeting.

Commissioner Swanson reported on the following committee(s): Wage Committee Meetings; Roseau Community Education Advisory Council Meeting; LifeCare Medical Center – Valley Medflight Contract Meeting; Northwest Emergency Communications Board Meeting; Statewide Emergency Communications Board Finance Committee Meeting; Team EPIC Meeting; Roseau River Watershed Board – Norland Impoundment Meeting; Social Services Board Meeting; Public Health Committee Meeting; Roseau Convention and Visitors Bureau – 125th Anniversary Committee Meeting; Association of Minnesota Counties (AMC) Board of Directors Meeting; AMC Policy Coordinating Committee Meeting; Roseau School Board Meeting.

Commissioner Walker reported on the following committee(s): Roseau River Watershed Board– Norland Impoundment Meeting; DNR LUP Meeting; Social Services Board Meeting.

Commissioner Wicklund reported on the following committee(s): Emergency Flood Meeting; Social Services Board Meeting; Land of the Dancing Sky Committee Meeting; Quin County Meeting.

Unfinished Business

Engineer Ketring provided an update on road projects. County Road (CR) 9 project has had two 7" rain events and over 40" of rain since June. The paving is complete and they are working on shouldering this week. The remainder of the project will be completed next spring. It is hoped that the State of MN will declare a State of Emergency as the County has numerous

roads and other infrastructure in need of repair due the severe flooding that has occurred this Fall.

Potential Lawsuit Update

Commissioner Falk made a motion to close the meeting pursuant to MN Statute 13D.05, Subd. 3(b), seconded by Commissioner Walker, and carried unanimously. Assessor Lund provided an update to the Board concerning a potential lawsuit. Following discussion, a motion was made by Commissioner Wicklund, seconded by Commissioner Falk, and carried unanimously to re-open the Regular Board Action. There was no Board action taken.

Upon motion carried, the Board adjourned the meeting at 10:30 a.m. The next Regular meeting of the Board is scheduled for Tuesday, November 12, 2019 at 8:30 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

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

DRAFT



Roseau County Request for Board Action

Agenda Item #: Consent 2 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): Out-of-State Travel Request	Presenter: Jeff Pelowski	
	Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Requesting Board authorization, per the attached Policy, for Commissioner Swanson to travel out-of-State to attend a meeting.		
Background: As discussed at the November 5 th Board Work Session, Commissioner Swanson has been invited to represent Roseau County & the State of MN at a meeting with Federal Housing & Urban Development (HUD) Secretary Ben Carson in Washington DC.		
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 _____		



Appendix C – 2019

Meal & Expense Reimbursement Policy

Out-of-State Travel Policy

The County Board set the annual mileage and expense reimbursement schedule at the first official Board meeting of the year held on January 8, 2019. The current mileage and expense reimbursement is as follows:

MILEAGE

The rate of reimbursement for travel expense by Roseau County employees and officials for the use of their own private vehicle on County business is set at the IRS rate which is .58 cents per mile.

MEAL EXPENSE

The meal expense reimbursement for travel OUTSIDE Roseau County is not to exceed **\$40.00** per day for a full day. Meal reimbursement is made for the exact expenditure(s) and not the maximum amount allowed. Meals are defined according to the standard meal model of breakfast-lunch-supper and do not include snacks in between meals. Tips and alcoholic beverages are not reimbursable. Itemized receipts are required to receive reimbursement for any expenses.

Meal reimbursement WITHOUT overnight lodging should be submitted on a GREEN claim form and will be processed through payroll whereby payroll tax and FICA withholding are deducted.

Meal reimbursement WITH overnight lodging should be submitted on a WHITE claim form but is paid as a Commissioner Warrant and does not go through payroll.

LODGING/Other Expenses

Every attempt should be made to obtain direct billing for expenses occurred. If this is not possible, expenses should be submitted on a claim form with all receipts attached. (white claim form)

Please Note: Under Minnesota law, claims presented for payment must be in writing and itemized. Credit card receipts lack sufficient detail to comply with statutory requirements and therefore are not acceptable.

Claim forms may be obtained in the Auditor's Office

In addition, the County Board established the following Out-of-State Travel Policy at their September 12, 2017 Board meeting:

OUT-OF-STATE TRAVEL POLICY

County Commissioners planning to travel out-of-State to conduct County business must secure Board approval in advance. The Board shall consider whether the travel is appropriate and set the travel expense parameters.



Roseau County Request for Board Action

Agenda Item #: Consent 3 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: Sheriff
Subject Title (as it will appear on the Agenda): Job Status Change Requests		Presenter: Steve Gust
		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 authorization to change the job status for Mitch Norberg & Devin Corneliusen from regular part-time to regular full-time, effective November 17, 2019.		
Background: As presented/discussed at the November 5 th Board Work Session.		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: Consent 4 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: Auditor
Subject Title (as it will appear on the Agenda): Payroll Change Request(s) – Deputy Auditor/Payroll & Deputy Auditor/Property Tax Positions	Presenter: Martie Monsrud	
	Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Requesting Board approval of the attached Payroll Change Forms.		
Background: Per County Policy, these requests were presented to the Board at their November 5 th Board Work Session.		
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: Shanda Christofferson

Effective Date: 11/17/19

Title: Deputy Auditor-Payroll/Election Administrator

Board Approval Date: 11/12/19

Department: Auditor

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 _____ (new grade/step) _____ (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 Grade Change proposal to be approved by County Board from 5D-\$22.34 to 6B-\$22.49

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

Martha Monsrud
 Department Supervisor Signature

11-7-19
 Date

Copy to Auditor's Office

Copy to Coordinator's Office

Payroll Change Form

Name: Kathy Jenson

Effective Date: 11/17/19

Title: Deputy Auditor-Tax Administrator

Board Approval Date: 11/12/19

Department: Auditor

Employee Type: Full-Time Part-Time Temporary

Reason for Change

New Employee _____ (hire date) _____ grade/step _____ hourly rate

Rehire

Step Anniversary _____ (new grade/step) _____ (new hourly rate)

Vacation Anniversary

Changing to: 1 - 5 yrs, 5 - 10 yrs, 10 - 15 yrs, 15 - 20 yrs, 20 + yrs

Address Change _____

Title Change _____ (new title)

Resignation / Termination

Retirement

Layoff

Other Grade change proposal approved by County Board from 5G-\$24.63 to 6E-\$24.99

Payout of Accrual Balances

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

Comments

Approved by

Martha Monsrud

Department Supervisor Signature

11-7-19

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:	November 12, 2019	Originating Department: Highway
Subject Title (as it will appear on the Agenda): Advertise for Hire – Heavy Equipment Operator		Presenter: Brian Ketring
		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 to advertise to hire a full-time Heavy Equipment Operator to fill an upcoming position opening due to a retirement. This is a Grade 5 position.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: Consent 6 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: Social Services
Subject Title (as it will appear on the Agenda): Advertise For Hire – Case Aide	Presenter: Karla Langaas	
	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 authorization to advertise to hire a Case Aide.		
Background: The person in this position is retiring. This is a Grade 5 position.		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: Consent 7 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: Auditor
Subject Title (as it will appear on the Agenda): Tax-Forfeited Land Purchase – Laona Township	Presenter: Martie Monsrud	
	Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Requesting the Board approve the sale of the following parcel to Laona Township: East 20' of the SW1/4 and the East 20' of the SE1/4 of the SE1/4 of the NW1/4 Section 34, Township 162N, Range 35W.		
Background: The Auditor's office has received payment for this parcel from Laona Township.		
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 #: County Board Item 1 <small>(for office use only)</small>		
Requested Board Date:	November 12, 2019	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): Commissioner Committee Reports		Presenter: Commissioners
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Commissioners will present their Committee Reports.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

JACK SWANSON COMMITTEES REPORT

OCT 23, 2019 - NORTHERN LIGHTS CONCERT ASSOCIATION BOARD OF DIRECTORS

OCT 24, 2019 - ASSOCIATION OF MINNESOTA COUNTIES DISTRICT 3 FALL MEETING (FOSSTON); chose district legislative priorities

NOV 4, 2019 - ROSEAU CITY COUNCIL

NOV 5, 2019 - OPERATIONS COMMITTEE

NOV 5, 2019 - COMMITTEE OF THE WHOLE

NOV 5, 2019 - HOUSING AND URBAN DEVELOPMENT; met w/ Roseau Community Development Coordinator Todd Peterson on regulatory challenges to affordable housing

NOV 6, 2019 - 125th ANNIVERSARY COMMITTEE; met w/ Roseau Convention & Visitors Bureau

NOV 6, 2019 - COMMUNITY JUSTICE COORDINATING COMMITTEE

NOV 7, 2019 - NORTHERN COUNTIES LAND USE COORDINATING COMMITTEE (GRAND RAPIDS)