

# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

December 26, 2019

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Thursday, December 26, 2019.

## CALL TO ORDER

The meeting was called to order at 8:30 p.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, Cindy Tangen, Martie Monsrud, Kristy Kjos, Brian Ketring, Karla Langaas, Diane Gregerson, Tracey Halstengard, Anita Locken, Sue Grafstrom, and Steve Gust

## APPROVAL OF AGENDA

Coordinator Pelowski requested the addition of the Building Maintenance Supervisor hire, authorization to submit a Maintenance Worker job description to MRA for review, and authorization to advertise to hire a Maintenance Worker(s). A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson noted that Representative Fabian has requested that the County encourage individuals to apply for appointment to the Outdoor Heritage Task Force, which was recently established by Governor Walz. Coordinator Pelowski outlined the January 7, 2020, meeting schedule, and presented a thank you card to the Board from the Roseau Food Shelf.

## 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 11/27/2019 (Warrant #141891-141894)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,365.38
S & R REINFORCING, INC.	28,578.85
SUN LIFE ASSURANCE COMPANY OF CANADA	2,129.12
1 Payment less than 2,000.00	45.00
<b>Final Total:</b>	<b>34,118.35</b>

### Warrants Approved For Payment 12/03/2019 (Warrant #141895-141949)

<u>Vendor Name</u>	<u>Amount</u>
BADGER CITY	5,940.79
GREENBUSH CITY	14,692.53
NW MN MULTI COUNTY HRA	8,605.84
NW REGIONAL DEV COMM	3,426.78
ROSEAU CITY	13,186.97
ROSEAU RIVER WATERSHED DIST	111,373.61
SCHOOL DIST 2358	6,578.93
SCHOOL DIST 2683	50,493.73
SCHOOL DIST 447	2,090.89
SCHOOL DIST 676	62,785.08

SCHOOL DIST 682	239,455.65
SCHOOL DIST 690	140,809.82
TOWN OF BARNETT	8,836.64
TOWN OF BARTO	11,542.14
TOWN OF CEDARBEND	6,091.41
TOWN OF DEER	3,790.55
TOWN OF DEWEY	5,870.15
TOWN OF DIETER	5,549.52
TOWN OF ENSTROM	3,399.49
TOWN OF FALUN	8,514.50
TOWN OF GOLDEN VALLEY	4,042.94
TOWN OF GRIMSTAD	6,448.05
TOWN OF HEREIM	5,260.84
TOWN OF HUSS	4,647.21
TOWN OF JADIS	7,922.09
TOWN OF LAKE	29,173.91
TOWN OF LAONA	9,857.63
TOWN OF LIND	4,118.24
TOWN OF MALUNG	7,438.06
TOWN OF MICKINOCK	6,866.83
TOWN OF MOOSE	5,086.48
TOWN OF MORANVILLE	5,536.80
TOWN OF NERESON	5,813.52
TOWN OF PALMVILLE	2,754.28
TOWN OF POLONIA	12,811.82
TOWN OF REINE	3,531.25
TOWN OF ROSS	5,570.43
TOWN OF SKAGEN	7,820.44
TOWN OF SOLER	4,528.99
TOWN OF SPRUCE	4,569.26
TOWN OF STAFFORD	12,015.53
TOWN OF STOKES	4,516.92
TWO RIVERS WATERSHED DISTRICT	47,123.72
WARROAD CITY	26,519.46
11 Payments less than 2,000.00	7,940.37
<b>Final Total:</b>	<b>954,950.09</b>

**Warrants Approved On 12/03/2019 For Payment 12/06/2019 (Warrant #141950-142047)**

<u>Vendor Name</u>	<u>Amount</u>
BRIGGS	20,941.20
CDW GOVERNMENT INC	4,471.65
COULOMBE CONSULTING	4,160.00
DEARBORN NATIONAL LIFE INSURANCE	3,416.42
ENVIRONMENTAL SYSTEMS RESEARCH IN IMPACT	2,000.00
JOHNSON/LAURE A	2,525.54
MN COUNTIES COMPUTER COOP	3,526.88
MN DEPT OF CORRECTIONS	6,471.23
MN JUDICIAL BRANCH	36,372.29
MN STATE PATROL	17,491.41
NELSON INTERNATIONAL	2,700.00
NORTHWEST AGGREGATE LLC	12,220.24
POWER PLAN	12,712.50
ROSEAU CO ENVIRONMENTAL OFFICE	5,582.23
ROSEAU CO HWY DEPT	19,456.00
	36,899.00

ROSEAU CO TRAILBLAZERS	6,000.00
SJOBORG'S INC	2,705.20
SUMMIT FOOD SERVICE-DBA	8,622.81
SUN LIFE ASSURANCE COMPANY OF CANADA	2,060.80
UNIVERSITY OF NORTH DAKOTA	3,092.65
77 Payments less than 2,000.00	43,436.27
<b>Final Total:</b>	<b>954,950.09</b>

**Warrants Approved On 12/10/2019 For Payment 12/13/2019 (Warrant # 142048-142102)**

<u>Vendor Name</u>	<u>Amount</u>
CENTURLINK	2,964.99
JOHNSON OIL CO INC	4,795.30
LAW OFFICE OF STEVEN E HUGLEN-DBA	2,995.25
MAR-KIT LANDFILL	36,920.00
MN COUNTY ATTORNEYS ASSN	2,625.00
MN DEPT OF FINANCE -TREAS	2,301.00
NORTHLAND TIRE	2,060.00
ROGER'S TWO WAY RADIO INC	3,275.50
ROSEAU CITY	9,458.32
THE KUSTOM PAINT SHOP	13,694.85
45 Payments less than 2,000.00	15,861.11
<b>Final Total:</b>	<b>96,951.32</b>

**Warrants Approved On 12/17/2019 For Payment 12/20/2019 (Warrant #142103-142180)**

<u>Vendor Name</u>	<u>Amount</u>
AUTO VALUE OF ROSEAU	4,619.33
FARMERS UNION OIL CO-WARROAD	7,675.07
GCR TIRES & SERVICE	7,210.60
HOLTHUSEN CONSTRUCTION INC	16,271.00
HOUSTON ENGINEERING	4,687.40
KNIFE RIVER MATERIALS	103,965.72
KRIS ENGINEERING INC	26,534.74
LITTLE FALLS MACHINE INC	6,024.28
MN DEPT OF TRANSPORTATION	4,309.88
MSOP-MN SEX OFFENDER PROGRAM-D	4,716.00
NORTHERN RESOURCES COOPERATIVE	13,999.82
ROSEAU CO COOP ASSN	12,818.91
ROSEAU CO HWY DEPT	4,012.75
ROSEAU CO TRAILBLAZERS	57,509.83
SIMMONS CONTRACTING LLC	2,000.00
63 Payments less than 2,000.00	28,448.06
<b>Final Total:</b>	<b>304,803.39</b>

**Warrants Approved On 12/26/2019 For Payment 12/31/2019 (Warrant #142181-142249)**

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,365.38
BRIGGS	10,772.36
CDW GOVERNMENT INC	18,424.28
GRAFSTROM/SAMUEL & LOLA	12,186.85
GREENBUSH SANITATION LTD	6,760.88
JON'S AUTO SERVICE	2,810.25
NORTHERN RESOURCES COOPERATIVE	6,505.54
PATCHIN MESSNER VALUATION COUNSELO	18,090.00
PENNINGTON CO SHERIFF	3,825.48
REGENTS OF U OF MINNESOTA	18,444.99

ROSEAU CO SOIL & WATER CONS	26,923.50
ROSEAU CO TREASURER	21,921.60
SJOBORG'S INC	2,435.25
SUMMIT FOOD SERVICE-DBA	20,363.12
TVEIT/ARLAN & NANCY	8,720.29
WIDSETH SMITH NOLTING	9,705.36
53 Payments less than 2,000.00	20,882.79
<b>Final Total:</b>	<b>212,137.92</b>

## CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Horner, seconded by Commissioner Wicklund, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the December 3, 2019, Board Proceedings; approved a 4% interest rate to be applied to intergovernmental fund transfers; authorized Auditor Monsrud to conduct intergovernmental fund transfers as necessary; approved an Application of Exempt Permit to the Warroad Area Chamber of Commerce for a raffle to be held at Springsteel Resort; and, authorized Social Services Director Langaas to submit a letter to the State Department of Human Services (DHS) stating that Roseau County will not be paying the bill they sent the County due to DHS internal errors.

## DEPARTMENT REPORTS

### Auditor

#### 2020 Tobacco Licenses

Auditor Monsrud requested the Board approve the 2020 - 2021 Tobacco Licenses as presented. Following discussion, a motion was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously to approve Tobacco License(s) to the following businesses:

#### 2020-2021 ROSEAU COUNTY TOBACCO LICENSES:

1 BETTER LIQUOR STORE, GREENBUSH, MN  
CO-OP SERVICE WEST, GREENBUSH, MN  
DENNY'S OUTDOOR SPORTS, ROSEAU, MN  
DG RETAIL, LLC, DOLLAR GENERAL STORE #14741, ROSEAU, MN  
DG RETAIL, LLC, DOLLAR GENERAL STORE #16371, WARROAD, MN  
DG RETAIL, LLC, DOLLAR GENERAL STORE #19031, GREENBUSH, MN  
HOLIDAY STATIONSTORES, ROSEAU, MN  
MINER'S INCORPORATED DBA SUPER ONE FOODS, ROSEAU, MN  
NORTH COUNTRY CONVENIENCE INC, (LAKE TOWNSHIP) WARROAD, MN  
NORTHERN RESOURCES COOPERATIVE, ROSEAU, MN  
OAKCREST GOLF COURSE, ROSEAU, MN  
PINE RIDGE LIQUOR, INC. (LAKE TOWNSHIP) WARROAD, MN  
RIVERFRONT STATION LLC, WANNASKA, MN  
RIVER'S EDGE BAIT & CONVENIENCE, GREENBUSH, MN  
ROSEAU COUNTY COOPERATIVE ASSOCIATION, BADGER, MN  
ROSEAU MUNICIPAL LIQUOR STORE, ROSEAU, MN  
SALOL 1 STORE, LLC, SALOL, MN  
SKIME STORE LLC, (REINE TOWNSHIP) WANNASKA, MN  
SPRINGSTEEL RESORT INC, (LAKE TOWNSHIP) WARROAD, MN

## **Sheriff**

### **Memorandum of Understanding & Agreement (MOU)**

Sheriff Gust requested the Board approve a MOU with Midwest Monitoring & Surveillance, Inc, to install a Kiosk alcohol testing machine in the lobby of the Detention Center. There would be no cost to the County. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously to approve the MOU as presented.

### **2020-2021 Snowmobile Safety Enforcement Grant**

Sheriff Gust requested the Board approve a grant agreement with the State of Minnesota for 2020 and 2021, in the amount of \$5,458.00 per year, for snowmobile safety/enforcement-related activities. After discussion, a motion was made by Commissioner Falk, seconded by Commissioner Horner, and carried unanimously to approve the grant agreement as presented.

## **Highway**

### **Highway Technician Hire**

Engineer Ketring requested Board approval to hire Corey Olson for the open Highway Technician position. A motion was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously to approve the hire at a starting wage of \$22.51/hour (Grade 6, Step A), effective January 12, 2020.

### **Assistant Shop Mechanic/Maintenance Operator Hire**

Engineer Ketring requested Board approval to hire Chuck Wilt to fill the Assistant Shop Mechanic/Maintenance Operation position. A motion was made by Commissioner Wicklund, seconded by Commissioner Horner, and carried unanimously to approve the hire at a starting wage of \$22.51/hour (Grade 6, Step A), effective January 12, 2020.

## **Treasurer**

### **Letter of Engagement**

Treasurer Gregerson requested Board authorization to enter into an agreement with our bond counsel, Ehlers & Associates, to assist the County during the upcoming IRS audit of our existing municipal bonds. Ehlers is requesting the County approve a Letter of Engagement to hire Ehlers to perform those duties. The estimated cost to the County is \$1,500.00 to \$3,000.00. A motion was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously to approve the Letter of Engagement as presented.

## **COMMITTEE REPORTS**

### **Credit Card Committee**

#### **Credit Card Policy Update**

Committee Chair, Treasurer Gregerson, presented recommendations to the Board concerning revisions to our existing Credit Card Policy; including, raising the credit limit for Commissioners to \$2,500.00, and to establish a new Credit Card Expense Reimbursement Form. Following discussion, a motion was made by Commissioner Falk, seconded by Commissioner Swanson, and carried unanimously to adopt the recommended policy changes.

## **COUNTY BOARD ITEMS**

### City of Greenbush – Sponsoring Resolution Request

Greenbush City Clerk, Anita Locken, met with the Board to request approval of a Resolution which would result in the County being the sponsor for a MnDOT Trails Grant they are pursuing. The City is not eligible to receive direct grant funding under this program. There would be no cost to the County, other than the County receiving the State grant funds and then distributing those funds to the City. A motion was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously to adopt the following Resolution:

**2019-12-04**

### **Resolution Sponsoring Transportation Alternative Application**

**BE IT RESOLVED**, that Roseau County agrees to act as the sponsoring agency for the project identified as City of Greenbush Multi-Use Trail seeking MN Department of Transportation Alternative Funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

**BE IT FURTHER RESOLVED**, that Auditor Martha Monsrud is hereby authorized to act as agent on behalf of this sponsoring agency.

### Aquatic Invasive Species (AIS) Resolution

The County is required to provide a Board Resolution annually to the Board of Water & Soil Resources (BWSR) to certify that the funding provided by BWSR in the previous year was spent on activities identified in the AIS Work Plan. A motion was made by Commissioner Falk, seconded by Walker, and carried unanimously to adopt the following Resolution:

**2019-12-05**

**WHEREAS**, Roseau County was allocated State funding in the amount of \$53,847.00 in 2019 to continue our program to prevent the spread of aquatic invasive species (AIS);

**WHEREAS**, Counties must specify by Board Resolution how the AIS funding was utilized;

**WHEREAS**, the Roseau County Board has approved the attached AIS Program Work Plan as prepared by the Roseau County Soil and Water Conservation District (SWCD);

**THEREFORE BE IT RESOLVED**, Roseau County has utilized all the available 2019 State funding for AIS program-related activities as specified in the attached Work Plan.

### Lake of the Woods One Watershed One Plan (1W1P) Joint Powers Agreement (JPA)

Attorney Kjos presented a revised JPA for Board consideration. This item had been discussed at the December 3, 2019, Board Work Session, and the problematic language contained in the draft JPA has been rectified. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously to approve the JPA as presented.

Lake of the Woods One Watershed One Plan (1W1P) Adoption

The Plan’s Executive Summary was distributed to the Board, which outlines the goals and objectives contained in the Plan. Upon discussion, a motion was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously to officially adopt the 10-year 1W1P.

2020 AirMedCare Agreement

Coordinator Pelowski presented the 2020 Agreement, previously discussed at the December 3, 2019 Board Work Session, for Board consideration. It was noted that there were no changes in the proposed Agreement compared to the 2019 Agreement. A motion was made by Commissioner Falk, seconded by Commissioner Wicklund, and carried unanimously to approve the 2020 Agreement.

State Assumption of Section 404 of the Federal Clean Water Act

There is a current Minnesota legislative initiative to transfer the duties related to enforcement of Section 404 of the Federal Clean Water Act from the US Army Corps of Engineers to various State environment agencies. After discussion, Commissioner Walker made a motion, seconded by Commissioner Wicklund, and carried unanimously to support this legislative effort.

2020 County Board Meeting Schedules

Coordinator Pelowski presented proposed dates/time for 2020 County Board meetings, Board Work Sessions, Highway Committee meetings, Social Services Board meetings, Community Justice Coordinating Committee meetings, and a schedule of Business Hours for County facilities for 2020. A motion was made by Commissioner Wicklund, seconded by Commissioner Horner, and carried unanimously approve the schedules at presented. A complete list of these schedules will be posted on the County website.

2020 Elected Department Heads Salaries

The elected Department Heads presented a 3-year proposal to the Board at their December 3, 2019, Work Session for consideration, as follows: 2020 +\$1.00/hour; 2021 +2.25%; 2022 +\$1.00/hour. After discussion, a motion was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously to approve the following Salary Schedule:

<b>ELECTED DEPARTMENT HEAD SALARIES</b>								
	<b>2019 Salary</b>		<b>2020 Salary (+\$1.00/hr)</b>		<b>2021 Salary (+2.25%)</b>		<b>2022 Salary (+\$1.00/hr)</b>	
	<i>Annual</i>	<i>Per Hour</i>	<i>Annual</i>	<i>Per Hour</i>	<i>Annual</i>	<i>Per Hour</i>	<i>Annual</i>	
<b>AUDITOR</b>	\$ 84,291.17	\$ 41.52	\$ 86,361.60	\$ 42.45	\$ 88,296.00	\$ 43.45	\$ 90,376.00	
<b>TREASURER</b>	\$ 77,353.54	\$ 38.19	\$ 79,435.20	\$ 39.05	\$ 81,224.00	\$ 40.05	\$ 83,304.00	
<b>SHERIFF</b>	\$ 91,844.06	\$ 45.16	\$ 93,932.80	\$ 46.18	\$ 96,054.40	\$ 47.18	\$ 98,134.40	
<b>ATTORNEY</b>	\$ 109,601.86	\$ 53.69	\$ 111,675.20	\$ 54.90	\$ 114,192.00	\$ 55.90	\$ 116,272.00	
<b>RECORDER</b>	\$ 71,094.82	\$ 35.18	\$ 73,174.40	\$ 35.97	\$ 74,817.60	\$ 36.97	\$ 76,897.60	

2020 Commissioner Salary & Per Diem Policy

Coordinator Pelowski presented a draft Policy for Board consideration. The Policy had been previously discussed at the December 3, 2019, Board Work Session; therefore, a motion was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously to approve the following Resolution:

**2019-12-03**

**WHEREAS**, pursuant to Minnesota Statute § 375.055, “The County Commissioners shall receive as compensation for services rendered by them for their respective Counties, salaries and in addition may receive per diem payments and reimbursement for necessary expenses in performing duties of the office as set by resolution of the County Board.”

**BE IT RESOLVED**, the Board established the 2020 Commissioner salary at \$22,501.75 reflecting a 3% increase over 2019.

**BE IT FURTHER RESOLVED**, that the 2020 Commissioner per-diem schedule is as follows:

- In-County meeting: \$100.00.
- Out-of-County meeting: \$150.00.
- Out-of-County one-day meeting requiring an overnight stay: \$200.00.
- Reimbursement for non-elected committee members: \$100.00.

2020 County Appropriations

Auditor Monsrud presented a draft Appropriations Schedule for Board consideration. This Schedule had been developed following meetings with those requesting County funding, and following discussion held at the December 3, 2019, Board Work Session. Upon review of the Schedule, a motion was made by Commissioner Horner, seconded by Commissioner Wicklund, and carried unanimously to adopt the following Appropriations Schedule for 2020:

<b>APPROPRIATIONS</b>		
		<b>2020</b>
<b>Dept.</b>	<b>Organization</b>	<b>BUDGETED</b>
401	Retired Senior Volunteer Program (RSVP)	2,000
501	Memorial Day Activities	1,800
501	Roseau County Historical Society	70,600
501	Northwest Regional Library	105,060
611	Roseau County SWCD (Base)	76,600
611	Roseau County SWCD (Matching Funds)	19,717
611-6270	Roseau County SWCD (Ag Inspector)	19,155
611	Roseau Co. Agricultural Society (Fair)	15,000
701	MN Red River Valley Development Comm.	900
136	BIF Historical Group (BIF Unorganized 160-37)	750
138	BIF Historical Group (Oaks Unorganized )	750
	<b>TOTAL APPROPRIATIONS</b>	<b>\$312,332</b>

2020 County Property Tax Levy

Auditor Monsrud presented a Table outlining the 2020 Preliminary Levy, approved at the September 24, 2019, Board meeting, which contains a 3% levy increase for 2020. It was noted that

the Board can only maintain or lower the preliminary levy, and must adopt the final levy by December 31, 2019. After discussion, a motion was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously to adopt the following 2020 Final Property Tax Levy:

<b>2020 Final Tax Levy</b>			
<b>Fund</b>	<b>Levy</b>		<b>Total By Fund</b>
Revenue	\$ 3,673,461		\$ 3,673,461
Road Bridge	\$ 1,311,272		\$ 1,311,272
Social Services	\$ 1,781,145		\$ 1,781,145
Debt Service	\$ 399,038		\$ 399,038
Totals	\$ 7,164,916		\$ 7,164,916

(Note: this represents a 3% increase in comparison with the 2019 Levy).

#### 2020 County Budget

Auditor Monsrud presented a summary of the revised 2020 Preliminary Budget, which also contains a 3% property tax levy increase. The Budget has been discussed/revised numerous times since the preliminary Budget was adopted by the Board on September 24, 2019. It was noted that the final budget must be adopted by December 31, 2019. After discussion, a motion was made by Commissioner Horner, seconded by Commissioner Wicklund, and carried unanimously to adopt the following 2020 Final County Budget:

<b>2020 FINAL BUDGET</b>			
<b>FUND</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>NET BUDGET</b>
Revenue	\$ 6,917,547	\$ 8,247,286	\$ (1,329,739)
Road & Bridge	\$ 9,538,246	\$ 9,608,917	\$ (70,671)
Social Services	\$ 4,623,524	\$ 4,869,591	\$ (246,067)
Debt Service	\$ 409,388	\$ 399,038	\$ 10,350
<b>Tax Supported Funds - Total</b>	<b>\$ 21,488,705</b>	<b>\$ 23,124,832</b>	<b>\$ (1,636,127)</b>
<b>Environmental</b>	<b>\$ 1,220,489</b>	<b>\$ 1,215,758</b>	<b>\$ 4,731</b>
<b>Total—ALL FUNDS</b>	<b>\$ 22,709,194</b>	<b>\$ 24,340,590</b>	<b>\$ (1,631,396)</b>

#### Association of MN Counties (AMC) Leadership Training

Commissioner Swanson asked the Board to consider partnering with Pennington and Kittson counties to offer a leadership training opportunity to the County Department Heads and Supervisors. The training, sponsored by AMC, will not cost the County more than \$1,500.00. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously to support this collaboration.

#### Building Maintenance Supervisor Hire

Coordinator Pelowski, on behalf of the hiring committee, is recommending that the Board approve the hire of Mike Trinko to fill the open position of Building Maintenance Supervisor.

Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried by a 4-0 vote (Commissioner Wicklund abstained due to a potential conflict), to hire Mike Trinka at a starting wage of \$25.03/hour (Grade 6, Step D), effective January 2, 2020.

#### Request For Proposals (RFP) – Custodial Services

Coordinator Pelowski stated that proposals were due December 20, 2019. At least 7 RFP packets were requested and distributed; however, only one proposal was submitted. That proposal, if approved, would cost the County much more than if we internalized these duties; therefore, Pelowski requested Board approval to develop a “Maintenance Worker” position job description; authorization to submit the job description to MRA for review and rating; and, to authorize submittal of an Advertisement to Hire a Maintenance Worker(s) once the MRA review is completed. It was pointed out that a hiring roster should be developed for this position, and that this position would report directly to the Building Maintenance Supervisor. After discussion, Commissioner Walker made a motion, seconded by Commissioner Falk, and carried unanimously to approve the actions outlined above.

#### Commissioner Committee Reports (December 3 – December 26, 2019)

Commissioner Falk reported on the following committee(s): Building Committee Meeting; Operations Committee Meeting; County Board Work Session; County Budget Public Hearing; Highway Committee Meeting; Social Services Board Meeting; Association of MN Counties Conference (AMC) & Transportation Committee Meetings; MRC Meeting.

Commissioner Horner reported on the following committee(s): Operations Committee Meeting; County Board Work Session; County Budget Public Hearing; Highway Committee Meeting; 125<sup>th</sup> Anniversary Committee Meeting; Warroad City Council Meeting; Social Services Board Meeting; Public Health Committee Meeting; Lake Township Board Meeting.

Commissioner Swanson reported on the following committee(s): CGI Video Teleconference; Building Committee Meeting; Operations Committee; County Board Work Session; County Budget Public Hearing; AMC Public Safety Committee Teleconference; NW Emergency Communications Board Meeting; Community Justice Coordinating Committee Meeting; AMC Candidate Screening Committee Meeting; AMC Policy Coordinating Committee Meeting; AMC Board of Directors Meeting; AMC Workforce & Economic Development Subcommittee Meeting; AMC Extension Committee Meeting; AMC Research Committee Meeting; AMC Annual Conference & Public Safety Committee Meetings; SECB Finance Committee Meeting; JDAI “True North” Collaborative Meeting; Team ‘Epic’ Meeting; Roseau School Board Meeting; Social Services Board Meeting; Public Health Committee Meeting; Roseau Economic Development Authority Meeting; Highway Committee Meeting.

Commissioner Walker reported on the following committee(s): Roseau County Dispatch/Warroad First Responders/EMT Meeting; Operations Committee Meeting; County Board Work Session; County Budget Public Hearing; Highway Committee Meeting; Trails Committee Meeting; AMC Conference & Environment/Natural Resources Committee Meetings; LOW 1W1P Meeting; Social Services Board Meeting; Warroad River Watershed Board Meeting; MRC Meeting.

Commissioner Wicklund reported on the following committee(s): Operations Committee Meeting; County Board Work Session; County Budget Public Hearing; Highway Committee Meeting; NW Regional Development Commission Meeting; Social Services Board Meeting.

Upon motion carried, the Board adjourned the Regular meeting at 10:30 a.m. The next Regular meeting of the Board is scheduled for Tuesday, January 7, 2020 at 8:30 a.m.

Attest:

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

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Jeff Pelowski, County Coordinator  
Roseau County, Minnesota

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