
REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **Tuesday, January 7, 2020, 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. Election of Officers
3. Approve Agenda
4. Comments and Announcements
5. Approve Bills

8:40 Delegations/Board Appointments/Public Comments*

8:45 Consent Agenda

1. December 26, 2019 Board Proceedings
2. Veteran Services Office – Approval of Donation
3. Building Maintenance Supervisor – Benefit Payout
4. Job Status Change Requests – Sheriff's Office
5. 2020 Mileage and Meal Expense Reimbursement & Out-of-State Travel Policy
6. 2020 Pocket Gopher Bounty
7. 2020 Beaver Bounty
8. Authorize Auditor to Pay Routine Bills

8:50 Department Reports

1. Auditor
 - a. 2020 Official County Newspaper Bids
2. Highway
 - a. Final Payment – SAP 068-602-046

9:00 Committee Reports

9:05 County Board Items

1. 2020 Commissioner Committee Assignments

9:45 Unfinished Business

9:45 Adjourn

***Limited to five minutes**

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
Final Total:	34,118.35

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
Final Total:	954,950.09

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
Final Total:	954,950.09

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

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	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
Final Total:	96,951.32

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
Final Total:	304,803.39

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
Final Total:	212,137.92

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:

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

APPROPRIATIONS		
		2020
Dept.	Organization	BUDGETED
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
	TOTAL APPROPRIATIONS	\$312,332

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:

2020 Final Tax Levy			
Fund	Levy		Total By Fund
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:

2020 FINAL BUDGET			
FUND	REVENUES	EXPENDITURES	NET BUDGET
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
Tax Supported Funds - Total	\$ 21,488,705	\$ 23,124,832	\$ (1,636,127)
Environmental	\$ 1,220,489	\$ 1,215,758	\$ 4,731
Total—ALL FUNDS	\$ 22,709,194	\$ 24,340,590	\$ (1,631,396)

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; 125th 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: _____

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:	January 7, 2020	Originating Department: Veteran Services
Subject Title (as it will appear on the Agenda): Approval of a Donation	Presenter: Marty Howes	
	Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Requesting Board approval of a \$500.00 donation from Kellie Roth on behalf of Polaris Industries with regard to the betterment and support of our local Veterans and their families in their time of need; including providing fuel cards, food cards, or anything else deemed necessary by the County Veteran Services Office.		
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 _____		

*RBA's and supporting information should be submitted to the Coordinator's Office by noon, the Wednesday prior to the scheduled Board meeting. Thank you!



Roseau County Request for Board Action

Agenda Item #: Consent 3 <small>(for office use only)</small>		
Requested Board Date:	January 7, 2020	Originating Department: Coordinator/Auditor
Subject Title (as it will appear on the Agenda): Building Maintenance Supervisor – Benefit Payout		Presenter: Jeff Pelowski/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 Benefit Payout for Robert (Lenny) Johnson who retired effective December 31, 2019.		
Background: Per County policy, the County Board must approve Benefit Payouts for County Department Heads.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

*RBA's and supporting information should be submitted to the Coordinator's Office by noon, the Wednesday prior to the scheduled Board meeting. Thank you!

PAYROLL CHANGE

NAME: Robert (Lenny) Johnson

BOARD APPROVAL DATE: 1/7/2021

EFFECTIVE DATE: 12/31/2019

NEW ADDRESS: _____

PAY RATE: \$ 25.50

GRADE/STEP: 5G

TITLE: Bulding Maintenance Supervisor

DEPARTMENT: Maintenance

Full-time Part-time Temporary

CHANGE VACATION CODE TO:

VIL1 (1-5 yrs, 4 hrs) VIL2 (5-10 yrs, 5 hrs) VIL3 (10-15 yrs, 6 hrs)
 VIL4 (15-20 yrs, 7 hrs) VIL5 (over 20 yrs, 8 hrs)

GRADE/STEP CHANGE: *Current*

New **Grade** **Step**

PAY RATE CHANGE: *Current*

PAYOUT:	Vacation	<u>191.13</u> hours @	<u>\$ 25.50</u>	<u>\$ 4,873.82</u>
	Sick	<u>4.40</u> hours @	<u>\$ 25.50</u>	<u>\$ 112.20</u>
	Comp.	<u> </u> hours @	<u> </u>	<u>\$ -</u>
	Holiday	<u> </u> hours @	<u> </u>	<u>\$ -</u>
	TOTAL			<u>\$ 4,986.02</u>

REASON FOR CHANGE

- | | |
|--|--|
| <input type="checkbox"/> New Employee - Hire Date: _____
<input type="checkbox"/> Rehire
<input type="checkbox"/> Address Change
<input type="checkbox"/> Vacation Anniversary
<input type="checkbox"/> Grade/Step Change
<input type="checkbox"/> Pay Rate Change
<input type="checkbox"/> Title Change
<input type="checkbox"/> Anniversary Step Increase
<input type="checkbox"/> Resignation/Termination | <input checked="" type="checkbox"/> Retirement
<input type="checkbox"/> Layoff
<input type="checkbox"/> Family/Medical Leave
<input type="checkbox"/> Return From Leave
<input type="checkbox"/> Reevaluation of Current Job
<input type="checkbox"/> Transfer
<input type="checkbox"/> Annual Cost of Living Adjustment
<input type="checkbox"/> Other _____ |
|--|--|

Comments: This is a Department Head position; therefore, the County Board must approve this payout request.

Approved by: _____
Signature of Department Supervisor

Date



Roseau County Request for Board Action

Agenda Item #: Consent 4 <small>(for office use only)</small>		
Requested Board Date:	January 7, 2020	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 approval to revise current temporary employees Logan Bender and Chancey Gust to regular full-time status, effective December 29, 2019.		
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 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 _____		

***RBA's and supporting information should be submitted to the Coordinator's Office by noon, the Wednesday prior to the scheduled Board meeting. Thank you!**

Payroll Change Form

Name: Chancey Gust

Effective Date: 12/29/19

Title: Corrections Officer/Dispatch

Board Approval Date: _____

Department: Jail

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 Status change to Full-time

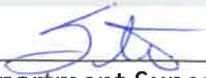
Payout of Accrual Balances

	<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

Previously employed as temporary, part-time in both the jail and sheriff's office. Will be going to full-time status in the jail only. Will maintain part-time status in the sheriff's office working as a deputy on occasion.

Approved by


 Department Supervisor Signature

1-2-20
 Date

Copy to Auditor's Office

Copy to Coordinator's Office

Payroll Change Form

Name: Logan Bender

Effective Date: 12/29/19

Title: Corrections Officer/Dispatch

Board Approval Date: _____

Department: Jail

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 Status change to Full-time

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

Previously employed as temporary, part-time in both the jail and sheriff's office. Will be going to full-time status in the jail only. Will maintain part-time status in the sheriff's office working as a deputy on occasion.

Approved by



 Department Supervisor Signature

1-2-20

 Date

Copy to Auditor's Office

Copy to Coordinator's Office



Appendix C – 2020

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 7, 2020. 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 .575 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

OUT-OF-STATE TRAVEL POLICY

County Commissioners planning to travel to an out-of-State destination further than 300 miles from Roseau, 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.



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

A motion was made by Commissioner XXXXXXXX, seconded by Commissioner XXXXXXXX, and carried unanimously to adopt the following Resolution:

2020-01-02

BE IT RESOLVED, that the _____ be designated as the Official County Newspaper to publish the County Board Proceedings, all legal notices of the County, first publication of the 2019 Financial Statement Summary pursuant to M.S. §375.17, list of Delinquent Taxes, all pursuant to M.S. § 375.12, 375.17, 279.05, 279.07, 279.08, and 279.09, in 2020, at the rate of \$____ per column inch.

STATE OF MINNESOTA)

) ss

COUNTY OF ROSEAU)

I, Jeff Pelowski, County Coordinator in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on January 7, 2020.

(SEAL)

Jeff Pelowski
Roseau County Coordinator

District 1, Glenda Phillipe, Chair - District 2, Jack Swanson, Vice-Chair
District 3, Roger Falk - District 4, Russell Walker - District 5, Mark Foldesi

An Equal Opportunity Employer



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

A motion was made by Commissioner XXXXXX, seconded by Commissioner XXXXX, and carried unanimously to adopt the following Resolution:

2020-01-03

BE IT RESOLVED, that _____ be designated to publish the second publication of the 2019 Financial Statement Summary, pursuant to M.S. §375.17, at the rate of \$_____ per column inch.

STATE OF MINNESOTA)

) ss

COUNTY OF ROSEAU)

I, Jeff Pelowski, County Coordinator in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on January 7, 2020.

(SEAL)

Jeff Pelowski
Roseau County Coordinator

District 1, Glenda Phillipe, Chair - District 2, Jack Swanson, Vice-Chair
District 3, Roger Falk - District 4, Russell Walker - District 5, Mark Foldesi

An Equal Opportunity Employer



Roseau County Request for Board Action

Agenda Item #: Department Reports 2a <small>(for office use only)</small>		
Requested Board Date:	January 7, 2020	Originating Department: Highway
Subject Title (as it will appear on the Agenda): Final Payment – SAP 068-602-046	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 of final payment to Mark Sand & Gravel Company, in the amount of \$56,977.76, for project SAP 068-602-046.		
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 checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

*RBA's and supporting information should be submitted to the Coordinator's Office by noon, the Wednesday prior to the scheduled Board meeting. Thank you!



ROSEAU COUNTY HIGHWAY DEPARTMENT

407 5th Ave. NW
 Roseau, MN 56751
 Project SAP 068-602-046 - 2018 Bituminous Projects
 Final Pay Request No. 5

Contractor: Mark Sand & Gravel Co.
 PO BOX 458
 FERGUS FALLS, MN 56538-0458

Contract No. 1802
 Vendor No. N/A
 For Period: 11/21/2019 - 12/18/2019
 Warrant # _____ Date _____

Contract Amounts

Original Contract	\$1,193,141.70
Contract Changes	(\$6,048.30)
Revised Contract	\$1,187,093.40

Work Certified To Date

Base Bid Items	\$1,169,967.86
Backsheet	\$46,451.70
Change Order	(\$52,500.00)
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$1,163,919.56

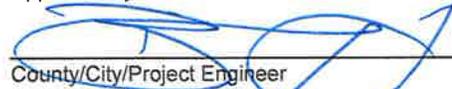
Funds Encumbered

Original	\$1,193,141.70
Additional	N/A
Total	\$1,193,141.70

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 068-602-046	(\$52,500.00)	\$1,163,919.56	\$0.00	\$1,106,941.80	\$56,977.76	\$1,163,919.56
Percent Retained: 0.0000%						
Amount Paid This Final Pay Request					\$56,977.76	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By



 County/City/Project Engineer

12-21-2019

 Date

Approved By Mark Sand & Gravel Co.



 Contractor

12-23-19

 Date

2020 Roseau County Committee Appointments

Association of MN Counties Agriculture & Rural Task Force			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner John Horner Commissioner Jack Swanson Commissioner Russell Walker Commissioner Daryl Wicklund		Annual Appointment	As needed
Association of MN Counties - County Delegates			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner John Horner Commissioner Russell Walker Commissioner Daryl Wicklund Commissioner Jack Swanson Social Services Director Karla Langaas Coordinator Jeff Pelowski Auditor Martha Monsrud	Engineer Brian Ketring	Annual Appointment	Annual Meeting in December Annual Legislative Conference District Meetings Quarterly
Association of MN Counties Futures Task Force			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson			Quarterly
Association of MN Counties General Government Policy Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner John Horner		Annual Appointment	Quarterly
Association of MN Counties Health & Human Services Policy Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Social Services Director Karla Langaas		Annual Appointment	Quarterly
Association of MN Counties Environment and Natural Resources Policy Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Russell Walker		Annual Appointment	Quarterly
Association of MN Counties Extension Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson			
Association of MN Counties Finance Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson			
Association of MN Counties Public Safety Policy Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson		Annual Appointment	Quarterly
Association of MN Counties Research Committee			

2020 Roseau County Committee Appointments

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson			
Association of MN Counties Transportation & Infrastructure Policy Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk			
		Annual Appointment	Quarterly
Audit/Finance Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk			
Commissioner John Horner			
Auditor Martha Monsrud			
Treasurer Diane Gregerson			
Emily Johnson			
Tobi Eidsmoe			
Buffer Program Advisory Committee - Committee of the Whole			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk			
Commissioner John Horner			
Commissioner Daryl Wicklund			
Commissioner Jack Swanson			
Commissioner Russell Walker			
SWCD Administrator Scott Johnson			
Engineer Brian Ketring			
SWCD Chair John Gaukerud			
Coordinator Jeff Pelowski			
Building Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk			
		Commissioner John Horner	As Needed
		Commissioner Russell Walker	
		Commissioner Daryl Wicklund	
Coordinator Jeff Pelowski			
Auditor Martha Monsrud			
Assessor Liz Lund			
Social Services Director Karla Langaas			
Sheriff Steve Gust			
IT Administrator Chris Stauffer			
Engineer Brian Ketring			
Building Mgmt. Supervisor Mike Trink (Note: Add a non-Supervisory employee?)			
Cities Counties and Other Government Agencies (COGA)			
Committee Members	Alternate(s)	Term	Meeting Schedule
HR/Ben Administrator Patty Ignaszewski			
		Coordinator Jeff Pelowski	Quarterly

2020 Roseau County Committee Appointments

Fiscal Supervisor Kerri Byfuglien

Appointed by NW Service Coop Advisory Council

County Board Work Session - Committee of the Whole

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner John Horner Commissioner Russell Walker Commissioner Daryl Wicklund Commissioner Jack Swanson		Annual Appointment	1st Tuesday of Every Month (8:30 a.m.)

Community Justice Coordinating Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson Attorney Kristy Kjos Assistant County Attorney Mike Grover Judge Donna Dixon Sheriff Steve Gust Social Services Director Karla Langaas Jail Administrator Matt Restad	Commissioner Roger Falk Commissioner John Horner Commissioner Russell Walker Commissioner Daryl Wicklund		1st Wednesday of Every Month (Noon) County Board Room

County Fair Planning Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson Commissioner Daryl Wicklund IT Technician Rich Gross Auditor Martha Monsrud Administrative Assistant Joleen Kezar			As needed

Credit Card Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner Jack Swanson Engineer Brian Ketring Auditor Martha Monsrud Treasurer Diane Gregerson			As needed

DNR County Road Planning Committee per MN Statute 89.01 subd. 7/Unorganized Road Planning Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Daryl Wicklund Commissioner Russell Walker	Commissioner Roger Falk Commissioner John Horner	Annual Appointment	As needed

2020 Roseau County Committee Appointments

Emergency Management

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Daryl Wicklund	Commissioner Roger Falk	Annual Appointment	As needed
Commissioner John Horner	Commissioner Russell Walker		
Assessor Liz Lund	Commissioner Jack Swanson		
Attorney Kristy Kjos			
Auditor Martha Monsrud			
Engineer Brian Ketring			
HSEM Director Sue Grafstrom			
Coordinator Jeff Pelowski			
Recorder Pam Grand			
Social Services Director Karla Langaas			
Treasurer Diane Gregerson	(Note: Add Mike Trinko?)		
Sheriff Steve Gust			

Greater Minnesota Parks & Trails Coalition

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk			Quarterly
Commissioner John Horner			

Highway Department - Committee of the Whole

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk		Annual Appointment	Second Tuesday following the County Board Meeting (10:30 a.m.)
Commissioner John Horner			
Commissioner Russell Walker			
Commissioner Daryl Wicklund			
Commissioner Jack Swanson			
Asst County Engineer Daryle Dahl			
Engineer Brian Ketring			
Asst County Engineer Ryan Murray			

Insurance Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Russell Walker	Commissioner John Horner	Annual Appointment	As needed
Commissioner Jack Swanson	Sheriff Department Representative		
Wellness Coordinator Cindy Tangen			
Deputy Accountant Rhonda Hanson			
Auditor Martie Monsrud			
HR/Ben Administrator Patty Ignaszewski	(Note: Add a Sheriff's Dept Rep?)		
CC/ESD Jeff Pelowski			
Fiscal Supervisor Kerri Byfuglien			

2020 Roseau County Committee Appointments

Heavy Equipment Oper. Jason Monsrud

Joint Ditch Authority

Committee Members	Alternate(s)	Term	Meeting Schedule
<u>Ditch Commissioners</u>	Adjoining County		As needed
Judicial Ditch No. 19 District 5	Marshall		
Judicial Ditch No. 22 District 1 & 4	Lake of the Woods		
Judicial Ditch No. 33 District 2 & 5	Kittson		
State Ditch No. 50 District 5	Kittson		
State Ditch No. 62 District 3 & 4	Lake of the Woods		
Judicial Ditch No. 63 District 2, 3, 4 & 5	Marshall		
State Ditch No. 72 District 2, 3 & 5	Kittson		
State Ditch No. 90 District 5	Kittson & Marshall		
State Ditch No. 95 District 1, 2, 3, & 5	Kittson		

Joint RRWD/TRWD & Kittson County & Roseau County Ditch Committee

added 4/13/10

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Daryl Wicklund	Commissioner Russell Walker	Annual Appointment	As needed
Commissioner Roger Falk			

Joint Counties Natural Resource Board

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk	Commissioner Russell Walker	Annual Appointment	Monthly 3rd Monday

Land of the Dancing Sky Area Agency on Aging (NWRDC) 21 County BOARD

Committee Members	Alternate(s)	Term: 3, 3 year terms	Meeting Schedule
Commissioner John Horner	Commissioner Roger Falk Glenda Phillipe	Appointed 1-2011	March, July, October

Land of the Dancing Sky Area Agency Advisory NWRDC COMMITTEE

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner John Horner	Commissioner Roger Falk Glenda Phillipe	Appointed 1-2011	Feb, April, July, October

Land Use Committee - County Board

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk			As needed
Commissioner John Horner			
Commissioner Russell Walker			
Commissioner Daryl Wicklund			
Commissioner Jack Swanson			
Coordinator Jeff Pelowski			
Assessor Liz Lund			
Engineer Brian Ketring			
Auditor Martha Monsrud			

2020 Roseau County Committee Appointments

Deputy Auditor Kathy Jenson

Law Library Board of Trustees MS 134A.10 Sub 4

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson Judge Donna Dixon Law Clerk Laurel Lawson Attorney Kristy Kjos Assistant County Attorney Mike Grover Court Administrator Pam Shaw	Commissioner Daryl Wicklund	Annual Appointment	As needed

Legislative Committee - Committee of the Whole

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner John Horner Commissioner Russell Walker Commissioner Daryl Wicklund Commissioner Jack Swanson Coordinator Jeff Pelowski			As needed

Minnesota Association of Professional County Economic Developers

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner John Horner	All Commissioners		As needed

Minnesota County Computer Cooperative

Committee Members	Alternate(s)	Term	Meeting Schedule
IT Administrator Chris Stauffer Auditor Martha Monsrud	Treasurer Diane Gregerson Assessor Liz Lund IT Tech Chad Wulff	Annual Appointment	Annual Regional Meeting Annual Conference Monthly Meetings

Minnesota Counties Intergovernmental Trust (MCIT) DELEGATE

Committee Members	Alternate(s)	Term	Meeting Schedule
Auditor Martha Monsrud	Commissioner Russell Walker	Annual Appointment	Annual Meeting

Minnesota Counties Intergovernmental Trust (MCIT) CONTACT

Committee Members	Alternate(s)	Term	Meeting Schedule
Auditor Martha Monsrud, Primary Contact Coordinator Jeff Pelowski, Workers Comp Contact			n/a

Minnesota Rural Counties (MRC)

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Russell Walker	All Commissioners	Annual	Every Other Month

Northern Counties Land Use Coordinating Board

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson	All Commissioners	Annual Appointment	Monthly - 1st Thursday Chisholm or Northome

2020 Roseau County Committee Appointments

Northwest Community Action Board			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk	Commissioner Daryl Wicklund	Annual Appointment	Every Other Month - 3rd Thursday - (5 p.m. Bdgr)
Northwest MN Household Hazardous Waste Joint Powers Board			
Committee Members	Alternate(s)		Meeting Schedule
Commissioner Daryl Wicklund	Commissioner Jack Swanson		Quarterly
Northwest MN Housing & Redevelopment Authority			
Committee Members	Alternate(s)	Term: 5 Years	Meeting Schedule
Commissioner Jack Swanson		6-30-2016 - 6-30-2021	Every Other Month - 3rd Wednesday
Northwest MN Juvenile Center			
Committee Members	Alternate(s)	Term: 4 years	Meeting Schedule
Social Services Director Karla Langaas Sheriff Steve Gust		expires Dec 31, 2018 expires Dec 31, 2020	Every Other Month - 3rd Thursday
Northwest MN Regional Development Transportation Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Engineer Brian Ketring	Any Other Commissioner		Quarterly - 1st Monday in Warren
Northwest MN Regional Library Board			
Committee Members	Alternate(s)	Term (2 - 3 year terms)	Meeting Schedule
Gracia Nelson		expires Jan 1, 2019	Monthly - 3rd Thursday
Northwest Regional Development Commission			
Committee Members		Term	Meeting Schedule
Commissioner Daryl Wicklund Jim Christianson Buddy Erickson	County Board Rep School Board Rep Township Board Rep	Annual	Quarterly - 4th Tuesday (6:00 p.m.)
Northwest Regional Development Commission Arts Council			
Committee Members	Alternate(s)	Term	Meeting Schedule
Aliza Olson Charles Erickson		Annual	Quarterly
Northwest Regional Development Commission Executive Board of Directors			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Daryl Wicklund	Buddy Erickson (Alternate)		Monthly - 4th Tuesday (6:00 p.m.)
Northwest Regional Emergency Communications Board			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson	Commissioner Roger Falk	Indefinite	Quarterly
Northwest Regional Transportation Coordination Council Advisory Board			
Committee Members	Alternate(s)	Term	Meeting Schedule
Glenda Phillipe		Voluntary	Quarterly

2020 Roseau County Committee Appointments

Noxious Weed Appeal MS 18.83, Subd 3

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Daryl Wicklund Curtis Skrutvold Tim O'Donnell Arne Heggedal Greg Braaten	Any Other Commissioner	Annual Appointment	As needed

Operations/County Board Work Session - Committee of the Whole

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner John Horner Commissioner Russell Walker Commissioner Daryl Wicklund Commissioner Jack Swanson Assessor Liz Lund Attorney Kristy Kjos Auditor Martha Monsrud Building Mgmt Supervisor Mike Trink Coordinator Jeff Pelowski HSEM Director Sue Grafstrom Engineer Brian Ketring IT Administrator Chris Stauffer Recorder Pam Grand Sheriff Steve Gust Social Services Director Karla Langaas Treasurer Diane Gregerson VSO Martin Howes 4H Coordinator Sandi Weiland Court Administrator Pamala Shaw			Monthly - 1st Tuesday (8:30 a.m.)

Personnel Appeal Committee MS 375.65

Committee Members	Alternate(s)	Term	Meeting Schedule
LifeCare Medical Center HR Rep Polaris Industries HR Rep Marvin Windows HR Rep	To be appointed per County Personnel Act: Three non-county employees with Human Resource experience.		As needed

2020 Roseau County Committee Appointments

Public Health Committee			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner John Horner Commissioner Jack Swanson Attorney Kristy Kjos Coordinator Jeff Pelowski HSEM Director Sue Grafstrom LifeCare Medical Center Rep Cathy Huss LifeCare Medical Center Rep Julie Pahlen Sheriff Steve Gust Social Services Director Karla Langaas Auditor Martha Monsrud	Commissioner Daryl Wicklund Admn Asst Joleen Kezar		Quarterly
Quin County Community Health Advisory Board			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Daryl Wicklund Public Health Rep Julie Pahlen	Commissioner Jack Swanson HSEM Director Sue Grafstrom	Annual Appointment	Quarterly - 3rd Monday (1:00 p.m.)
Red River Basin Commission Joint Powers Board			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk	Any Other Commissioner		Quarterly
Red River Development Association			
Committee Members	Alternate(s)	Term (3 year)	Meeting Schedule
Richard Magnusson		Begins 3-28-18	Bi-Annual Meetings
Regional Radio Advisory Committee (RAC)			
Committee Members	Alternate(s)	Term	Meeting Schedule
HSEM Director Sue Grafstrom	Jail Administrator Matt Restad IT Administrator Chris Stauffer		2nd Wednesday- 9:30 a.m. ITV or TRF
Retired Senior Volunteer Program			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Russell Walker			Quarterly
Roseau County Affordable Housing Fund Advisory Board			
Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Jack Swanson	Commissioner John Horner	Annual Appointment	As needed
Roseau County Board of Adjustment MS 394			
Committee Members	Alternate(s)	Term	Meeting Schedule
Bernard Gonshorowski John Douglas Randy Horner Coordinator Jeff Pelowski - Ex Officio		Indefinite	As needed

2020 Roseau County Committee Appointments

Roseau County Extension Committee MS 38.36

Committee Members	Alternate(s)	Term: 2 - 3 year terms	Meeting Schedule
Auditor Martha Monsrud	Commissioner Daryl Wicklund	Standing member by statute	As needed
Commissioner Roger Falk		Annual Appointment	
Commissioner Jack Swanson		Annual Appointment	
Thor Didrikson -??		Expires 2018	
Robby Christianson -??		Expires 2018	
Brita Comstock		Expires 2020	
Matt Ulwelling -- ??		Expires 2019	
Rachal Erickson - ??		Expires 2019	
Pat Hockstedler - ??		Expires 2019	

Roseau County Revolving Loan Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk			As needed
Commissioner John Horner			
Auditor Martha Monsrud			
Aaron Rislov - Security State Bank			
Robert Foley, Jr. - Citizens State Bank			
Joe Ulwelling - Border State Bank			

Roseau County Soil & Water Conservation District

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Russell Walker	Commissioner Daryl Wicklund	Annual Appointment	Monthly - 2nd Tuesday (7:00 a.m.)

Roseau River International Watershed Board

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Daryl Wicklund			As needed
Commissioner Roger Falk			

Roseau River Trail Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk	Commissioner Jack Swanson		As needed

Roseau River Watershed District Board

Committee Members	Alternate(s)	Term: 3 years	Meeting Schedule
Tony Wensloff		expires 10-19-2019	Monthly - 1st Wednesday
LeRoy Carrier		expires 10-19-2020	
Carter Diesen		expires 10-19-2020	
Jason Braaten		expires 10-19-2021	

Roseau River Watershed District (Commissioner Delegates)

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk	Commissioner Jack Swanson		
Commissioner Russell Walker	Commissioner Daryl Wicklund		Monthly - 1st Wednesday

2020 Roseau County Committee Appointments

Safety Committee MS 182.676

Committee Members	Alternate(s)	Term	Meeting Schedule
<u>Highway (3)</u> Engineer Brian Ketring Highway Representative (non-supervisory) Asst County Engineer Ryan Murray			Quarterly
<u>Law Enforcement (3)</u> Sheriff Steve Gust Sheriff Department Representative (non-supervisory) Jail Administrator Matt Restad			
<u>Courthouse Administration (3)</u> Auditor Martha Monsrud HR/Ben Admin Patty Ignaszewski Deputy Recorder Brenda McMillin			
<u>Transfer Station (1)</u> Coordinator Jeff Pelowski			
<u>Maintenance (1)</u> Building Mgmt Supervisor Mike Trink			
<u>County Board (2)</u> Commissioner Roger Falk Commissioner Jack Swanson			
<u>Social Services (3)</u> Social Services Director Karla Langaas Office Support Specialist Janelle Verbout Social Worker Allison Fillmore			
<u>HSEM</u> HSEM Director Sue Grafstrom			

Social Services Board - Committee of the Whole

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner John Horner Commissioner Russell Walker Commissioner Daryl Wicklund Commissioner Jack Swanson Social Services Director Karla Langaas Fiscal Supervisor Kerri Byfuglien			Monthly - 3rd Tuesday (8:30 a.m.)
Member at Large - Colleen Lorensen		7-5-17 - 7-4-19	
Member at Large - Jared Gustafson		7-1-18 - 6-30-20	

2020 Roseau County Committee Appointments

Solid Waste Planning Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner Jack Swanson Coordinator Jeff Pelowski	Any Other Commissioner	Indefinite	As needed

Statewide Radio Board Finance Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Jack Swanson			Monthly via telephone - 2nd Thursday

Trails Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Russell Walker Commissioner Daryl Wicklund Myles Hogenson Loren Arveson Engineer Brian Ketring Auditor Martha Monsrud	Any Other Commissioner		As needed

Transportation Alliance Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Engineer Brian Ketring	Commissioner John Horner	Annual Appointment	As needed

TV Translator Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner Jack Swanson Auditor Martha Monsrud Dick Sjoberg - Sjoberg's Cable Lee Hervey - Voyagers Communication	Commissioner Russell Walker		As needed

Two Rivers Watershed District Board of Managers

Committee Members	Alternate(s)	Term: 3 years	Meeting Schedule
Jim Kukowski Rick Sikorski		expires 10-28-2020 expires 10-28-2021	Monthly - First Wednesday (8:00 a.m.) Hallock

Two Rivers Watershed District (Commissioner Delegates)

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Daryl Wicklund	Commissioner Roger Falk		Monthly - First Wednesday 8:00 a.m. Hallock

2020 Roseau County Committee Appointments

Warroad River Watershed District Board of Managers

Committee Members	Alternate(s)	Term: 3 years	Meeting Schedule
Joe Olafson		expires 9-19-2019	Monthly - Third Wednesday
Keith Landin		expires 9-19-2020	
William Thompson		expires 9-19-2020	
Jeff O'Donnell		expires 9-18-2021	
Brian Schaible		expires 9-18-2021	

Warroad River Watershed District (Commissioner Delegates)

611	Committee Members	Alternate(s)	Term	Meeting Schedule
	Commissioner John Horner	Commissioner Daryl Wicklund		Monthly - Third Wednesday
	Commissioner Russell Walker	Commissioner Roger Falk		
		Commissioner Jack Swanson		

Website Management Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
IT Administrator Chris Stauffer			As needed
Social Services Director Karla Langaas			
Administrative Assistant Joleen Kezar			
Commissioner Russell Walker			
Commissioner John Horner			

Wellness Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Social Worker Lynette Blazek			As needed
Sheriff Steve Gust			
Deputy Auditor Kathy Jenson			
Heavy Equip Operator Jason Monsrud			
HR/Ben Admin Patty Ignaszewski			
Administrative Assistant Joleen Kezar			
VSO Martin Howes			
Fiscal Supervisor Kerri Byfuglien			
Commissioner Jack Swanson			
Wellness Coordinator Cindy Tangen			
Commissioner Roger Falk			
Social Worker Erica Bergstrom			
IT Technician Chad Wulff			

2020 Roseau County Committee Appointments

Wetland Appeal Board

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner John Horner Dan Johnston - Member-at-Large To Be Appointed by SWCD	Any Other Commissioner If wetland issue is in Commissioner district, choice to elect another Commissioner to represent.		As needed

Wildlife Management Area Planning Committee

Committee Members	Alternate(s)	Term	Meeting Schedule
Commissioner Roger Falk Commissioner Daryl Wicklund	Any Other Commissioner		As needed