



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

August 25, 2015

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on August 25, 2015, at 9:00 a.m., in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

9:00 Call to Order

1. Presentation of Colors
2. Approve Agenda
3. Comments and Announcements
4. Approve Bills

9:05 Board Appointments/Public Comments*

1. Britt Dahl – Roseau County Historical Society
2. Lee Meier – Northwest Minnesota Housing & Rehabilitation Authority

9:30 Consent Agenda

1. August 11, 2015 Board Proceedings
2. Two Rivers Watershed Board Member Appointment – Advertisement
3. Emergency Management Performance Grant
4. Roseau County/University of Minnesota Extension Agreement
5. Extension Committee Member Appointment – Advertisement
6. Extension Committee Member Appointment
7. Social Worker Hire
8. Social Service Board Member Appointment

9:40 Department Reports

9:45 County Board Items

1. Commissioner Committee Reports

10:30 Unfinished Business

10:30 Adjourn

***Limited to five minutes**

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

District 1, Glenda Phillipe ** District 2, Jack Swanson, Chair ** District 3, Roger Falk, Vice-Chair
District 4, Todd Miller ** District 5, Mark Foldesi
An Equal Opportunity Employer

ROSEAU COUNTY HISTORICAL SOCIETY ♦ BUDGET 2016

Revenue Categories	2013 Year End Revenue	2014 Proposed Revenue	2014 Year End Revenue	2015 Proposed Revenue	2015 Estimated Revenue	2016 Proposed Revenue
Admissions	\$ 436	\$ 150	\$ 434	\$ 250	\$ 250	\$ 250
Copies/Research Center income	\$ 818	\$ 700	\$ 787	\$ 700	\$ 650	\$ 700
County Appropriation	\$ 45,000	\$ 55,000	\$ 45,000	\$ 55,000	\$ 47,500	\$ 57,500
Donations	\$ 3,958	\$ 2,500	\$ 4,899	\$ 2,500	\$ 1,200	\$ 2,500
Fund-drive - designated funds	\$ 7,230	\$ 5,000	\$ 7,732	\$ 5,000	\$ 9,700	\$ 5,000
Grant Funding - Totals:						
NWMN Arts Grant	\$ 945	\$ 5,000	\$ -	\$ 5,000	\$ 2,000	\$ 5,000
Roseau Area Community Fund - Summer Program	\$ 200	\$ -	\$ 200	\$ 500	\$ 200	\$ 500
Legacy - Arts & Culture Grant	\$ 7,000	\$ 7,500	\$ 1,700	\$ 8,000	\$ -	\$ 8,000
Raffle	\$ 925	\$ -	\$ 1,570	\$ 1,000	\$ 1,690	\$ 1,500
NW Minnesota Foundation RCHS Endowment Withdrawl	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earned	\$ 25	\$ 300	\$ 21	\$ 100	\$ 20	\$ 50
Memberships (Total Members)	\$5970 (204)	\$ 5,600	\$ 6390 (212)	\$ 6,000	\$ 5,500	\$ 6,000
Publications/Gift Shop	\$ 944	\$ 250	\$ 466	\$ 450	\$ 350	\$ 450
Scanning- Printing Service	\$ 620	\$ -	\$ 731	\$ 1,000	\$ 200	\$ 500
Reimbursements	\$ 115	\$ -	\$ 25	\$ -	\$ 200	\$ -
Thrivent Choice Dollar Donations	\$ -	\$ -	\$ 669	\$ -	\$ 300	\$ 500
Miscellaneous (2015 Estimated includes Special Co. Funding)	\$ 36	\$ -	\$ 100	\$ -	\$ 3,200	\$ -
Total Revenue	\$ 68,251	\$ 82,000	\$ 64,334	\$ 85,500	\$ 72,960	\$ 88,450

ROSEAU COUNTY HISTORICAL SOCIETY ♦ BUDGET 2016

Expense Categories	2013 Year End Expenses	2014 Proposed Expenses	2014 Year End Expenses	2015 Proposed Expenses	2015 Estimated Expenses	2016 Proposed Expenses
Accounting	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Advertising	\$ 1,688	\$ 1,200	\$ 623	\$ 1,200	\$ 1,300	\$ 2,000
Communications: Phone & Internet	\$ 1,095	\$ 1,200	\$ 1,096	\$ 1,200	\$ 1,100	\$ 1,200
Equipment purchases	\$ -	\$ 2,500	\$ 6,881	\$ 2,500	\$ 1,000	\$ 4,200
Designated Endowment Funds (NW Minnesota Foundation)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurances (Work Comp, Liability & Property)	\$ 955	\$ 1,000	\$ 663	\$ 1,000	\$ 700	\$ 1,000
Interest: expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll: three employees (1-FT, 2-PT, 1 TEMP)	\$ 35,788	\$ 45,000	\$ 39,145	\$ 45,000	\$ 39,100	\$ 45,000
Employee Benefits - Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes, Payroll, SS, Etc.	\$ 11,676	\$ 9,000	\$ 11,357	\$ 13,000	\$ 13,150	\$ 14,000
Postage	\$ 752	\$ 800	\$ 728	\$ 800	\$ 750	\$ 800
Prof. Develponment/ Continuing Education/ Travel/ Dues & Subscriptions	\$ 554	\$ 1,000	\$ 2,502	\$ 1,000	\$ 300	\$ 1,000
Publication expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent/Maintenance	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200
Repairs/Maintenance and Equipment Contracts	\$ 999	\$ 1,000	\$ 1,974	\$ 1,000	\$ 1,600	\$ 1,000
Supplies: Collection Preservation	\$ 393	\$ 1,500	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Supplies: Events/Educational Programming	\$ 1,823	\$ 3,000	\$ 947	\$ 3,000	\$ 1,600	\$ 3,400
Supplies: Exhibition	\$ 760	\$ 3,500	\$ 879	\$ 3,500	\$ 1,500	\$ 2,500
Supplies: Fund Raising	\$ 523	\$ 1,200	\$ 126	\$ 1,200	\$ 400	\$ 1,200
Supplies: Research Center	\$ 1,262	\$ 200	\$ 1,216	\$ 200	\$ 200	\$ 250
Supplies: Office	\$ 1,004	\$ 1,500	\$ 524	\$ 1,500	\$ 1,000	\$ 1,500
Total Budget Expenses	\$ 67,672	\$ 82,000	\$ 77,061	\$ 85,500	\$ 73,100	\$ 88,450



Main Office:

205 Garfield Ave.
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Satellite Office:

600 Demers Ave., Suite E112
East Grand Forks, MN 56721

Phone: 218-773-2371

Fax: 218-773-9331

August 25, 2015

Jack Swanson, Chair
Roseau County Commissioners
606 5th Avenue SW
Roseau, MN 56751-1477

Dear Mr. Swanson,

Another year has passed and we're looking forward to meeting with the Roseau County Board to give an update of activities the HRA is involved with in the county. As you are aware the HRA has levied a portion of the taxable market value since 2008 with a goal to use the levy funds to add leverage when applying to various funding sources that may benefit the county and cover development costs associated with the HRA operations.

The HRA, which was founded by Bill Seeger, has served northwestern Minnesota with housing needs since 1972. For over 40 years the HRA has been instrumental in creating numerous housing opportunities for the region. Such as; 969 units of Section 8 rental assistance funded by HUD with payments made directly to private/public landlords; rental, commercial and owner occupied rehabilitation increasing the value of their properties and help increase the tax base; down payment assistance that has benefited over 900 families in buying a home; development of market rate housing allowing area residents with more housing options and community development projects improving the living conditions for its residents.

The HRA continues to search for opportunities to improve the quality of life for our residents in the region. We look forward to working with county leaders on future projects and we thank you for allowing the HRA to play a vital role in the housing industry for the past 40+ years.

We've attached a brief overview of HRA programs operated in the region. Contact me at 218-637-2431 with questions or need additional information.

Sincerely,

Lee Meier
Executive Director

Cc: County Auditor/Administrator
HRA Board



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To: Roseau County Board of Commissioners

**From: Jack Swanson, Roseau County HRA Board Member
Lee Meier, HRA Executive Director**

Date: August 25, 2015

Re: HRA 2015 levy and program review

www.nwmnhra.org

Northwest Minnesota Multi-County Housing & Redevelopment Authority



**Building Opportunity...
One Community
at a Time**

**Northwest Minnesota Multi-County
Housing and Redevelopment Authority**
205 Garfield Ave – PO Box 128 – Mentor, MN 56736
www.nwmnhra.org

Our Mission

"To improve the lives of residents in our service area
through affordable housing and community development."

Our Vision

"To be an innovative leader, creating affordable housing opportunities and
strengthening northwest Minnesota communities"

History of the HRA

After much effort and persistence by Bill Seeger, the HRA was organized in September 1972. The area of operation included the counties of Kittson, Polk, Marshall, Pennington, and Red Lake. In September of 1973, Roseau County was added making up the present six county area of Northwestern Minnesota. In addition, we contracted with various counties to operate housing programs on their behalf.

On August 29, 1975, the HRA began with a program called Section 8 Existing Housing Rental Assistance. This program made assistance available to elderly and low-income families who live in existing standard approved rented houses or apartments. Very often these are the homes that they already occupy. We now operate over 750 units for rent assistance to low-income families in our seven county area.

In 1979 and 1980, HUD authorized the HRA to construct Public Housing units. The HRA constructed 24 scattered site three-bedroom homes and 50 units of one-bedroom elderly apartments located in Fertile, Fisher, & Climax.

In 1982, approval was received for 44 additional elderly units sited in Badger, Fosston, and Middle River. The Public Housing project differs from the Section 8 program in that the HRA actually owns the project units as opposed to private ownership. Presently the HRA owns and operates 118 Public Housing units.

The HRA also has been very active with pursuing and operating Minnesota Housing Finance Agency funds. The HRA uses MHFA funds to do numerous rental and homeowner grant programs. In addition, we have received funds for the Community Revitalization Fund program where private and public investors team with MHFA to assist with down payment to prospective homeowners.

In 1996, the HRA established a 501C4 Community Organization Development Organization to assist area residents with homeownership and create new housing opportunities for our citizens. Also, in 1997 the HRA organized a management company by creating a 501C3 for that specific purpose. The company was organized to manage the affordable rental units that were funded by essential function bonds. Summerfield Apartments, as they are called today, are located in 17 communities. Greater Minnesota Management Company has increased their portfolio other than Summerfield and manages over 600 rental units in the region.

In 2005, 2008, 2011 and 2012 the HRA also acquired and completed extensive rehab on rental properties located in Fosston, Mentor, Bagley and Thief River Falls. The HRA continues to work with cities and counties to assist with their economic and community development needs.



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May 29, 2015

Martie Monsrud
Roseau County Auditor
606 5th Avenue SW, Room 160
Roseau, MN 56751-1477

Dear Martie,

As you are aware the HRA board of commissioners can approve up to 25% of the maximum levy allowed with discretion from the County Board of Commissioners to levy any additional funds as they deem appropriate.

I've attached a copy of the 2015 HRA levy resolution passed by the HRA board at its May 2015 meeting. I will contact you by the end of July to schedule a time to meet with the county board to review the levy and what the HRA is accomplishing in the region to address community and housing development needs.

If you have any questions or comments please call me at 218-637-2431 or email lee@nwmnhra.org.

Sincerely,


Lee Meier
Executive Director

Cc: HRA Board



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Resolution 5-15-2

**RESOLUTION APPROVING 2015 NORTHWEST MINNESOTA
MULTI-COUNTY HRA LEVY in ROSEAU COUNTY**

WHEREAS, the NW MN Multi-County (HRA) Board of Commissioners has determined that the availability of accessible affordable housing is a necessary component of a vital, sustainable economy in NW Minnesota; and

WHEREAS, there continues to be a substantial gap between the need for affordable housing in NW Minnesota and availability of such units; and

WHEREAS, the HRA is authorized by statute to levy an amount up to 25% of 0.0185 per cent of taxable market value, with the approval of the HRA Board of Commissioners; and

WHEREAS, the additional levy authorized by state law would provide leverage funds for other public and private sector investments in housing and economic development in NW Minnesota; and

NOW, THEREFORE, BE IT RESOLVED, that for taxes payable in 2016, the HRA Board of Commissioners hereby approves the adoption of a levy of 25% of 0.0185 percent of taxable market value for the purpose of leveraging additional funds for housing and economic development activities in Roseau County;

BE IT FURTHER RESOLVED, that the NW MN Multi-County HRA will at least annually report to the Roseau County Board of Commissioners on use of levy funds.

Ayes:

Nays:

SIGNED:

for: Chairman, Kermit Genereux

WITNESSED:

Secretary, Tammy Johnson

Date: May 20, 2015

Equal Opportunity Employer

NW MN Multi-County HRA
Mentor, MN

2014 Taxable Market Values

County	Value	Maximum Levy	25% of Max Levy	25% of possible assessment for:	
				\$100,000 House	\$150,000 House
Kittson	\$1,223,236,500	\$226,299	\$56,575	\$4.63	\$6.94
Marshall	\$2,707,778,200	\$500,939	\$125,235	\$4.63	\$6.94
Pennington	\$1,206,450,900	\$223,193	\$55,798	\$4.63	\$6.94
Polk	\$4,348,967,100	\$804,559	\$201,140	\$4.63	\$6.94
* Crookston	\$232,794,000	\$43,067		\$4.63	\$6.94
* East Grand Forks	\$494,765,700	\$91,532		\$4.63	\$6.94
Red Lake	\$587,578,300	\$108,702	\$27,175	\$4.63	\$6.94
Roseau	\$1,157,293,000	\$214,099	\$53,525	\$4.63	\$6.94
Totals	\$11,231,304,000	\$2,077,791	\$519,448		

7/7/2015

* Crookston and East Grand Forks amounts are not included in the Polk County value.

The calculation uses the 2008 levy rate of 0.0185 approved by the 2008 legislature

HRA & Legislation Approved Levy 2008-2013

Levy						
	Levy Amount	Amt Rec	Committed/ Leveraged	Spent	Developers Costs	Available Levy
Kittson	156,752	156,029	0	68,000	73,029	15,000
Marshall *	228,382	228,368	15,000	43,506	107,724	62,138
Polk	537,680	536,488	0	263,766	250,783	21,939
Pennington	182,513	184,179	0	25,929	85,854	72,396
Red Lake	74,256	75,386	0	8,000	35,555	31,831
Roseau	230,185	234,322	0	93,375	108,635	32,311
Total	1,409,768	1,414,772	15,000	502,576	661,580	235,615

HRA & County Levy
2014 & 2015 Levy

	Levy Amount	Amt Rec	Committed/ Leveraged	Spent	Developers Costs- 50%	Available Levy
	100,302	74,464	-	-	37,232	37,232
	203,048	140,715	25,000	-	70,357	45,357
	344,408	230,938	30,000	68,540	115,469	16,929
	100,050	72,856	14,000	-	36,428	22,428
	46,948	39,964	71,000	-	19,982	(51,018)
	101,667	77,180	15,000	-	38,590	23,590
	896,423	636,116	155,000	68,540	318,058	94,518

2 Funding Cycles (2008-2013 &
2014-2019)

Total available levy	
\$	52,232.01
\$	107,495.24
\$	38,867.74
\$	94,824.03
\$	(19,186.67)
\$	55,901.16
\$	330,133.50

Goals for 2014 Levy Request payable in 2015

Kittson	\$7500 Grant Writing
Marshall	\$20,000 Oslo application & \$5000 RBEG
Polk	\$5000 Climax (handicap access in city facility & \$25,000 Fosston deed rental rehab
Pennington	\$12,000 City of TRF Revolving Funds & \$2,000 2015 deed application
Red Lake	\$5000 RBEG, \$30,000 City of Oklee, \$16,000 RL Co Deed, \$20,000 Plummer
Roseau	Badger/Greenbush \$15,000 SCDG leverage



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To: County Board of Commissioners

In 2008 the MN Legislature voted to approve and Governor Pawlenty signed a bill that included the Multi County HRA tax levy legislation. The MN legislature again approved legislation in 2013 to extend the HRA levy through 2019. The legislation allows the HRA board of commissioners to approve up to 25% of the allowable levy in the respective counties. The HRA board has one member per county in the 6 county area, appointed by the respective County Commissioners. The counties included are; Kittson, Roseau, Marshall, Pennington, Red Lake and Polk. (Excluding the cities of Crookston and East Grand Forks) The HRA meets annually with the County Boards to update and review the HRA activities over the past year and report on the use of the levy funds.

The HRA board and regional public and private businesses along with numerous non-profits strongly supported an extension of the HRA levy legislation in order to continue the HRA levy which assists with leverage commitments to strengthen applications and offer grant writing for economic and community development activities throughout the northwest Minnesota region. It's our belief that grants received provide economic benefit to the entire region regardless which county receives the funds.

I've attached a breakout of levies collected through 2015 and the return on investment from the use of the levy. In most applications funders require matching dollars that are short in supply due to state and federal shortfalls. The HRA levy funds fill that needed gap.

The levy funds allow the HRA to assist cities and counties with the cost of writing grants for various projects and bring expertise in obtaining funding to the region.

Thank you for your continued support as we work together to create housing and community development opportunities that benefit our region.

Sincerely,


Lee Meier
Executive Director

Cc: HRA Board of Commissioners

List of funding in the following Counties:

<u>Year</u>	<u>Activity/Source of Funding</u>	<u>Total Project Funding</u>
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Kittson County- The HRA levy contributes \$7,500 per year towards grant writing services from the NW Community Action Agency, located in Badger, MN for Kittson County. In addition the HRA levy can pledge leverage funds for grant applications if available.

2009	City of Karlstad/Greenbush - Housing Rehab (DEED)	\$ 191,862
2010	Kittson County - Acquisition/Demolition (DEED) (1 Home)	\$ 87,505
2011	County wide single family Owner Rehab (13 homes) (DEED)	\$ 346,375
2011	Lancaster-Community Center (DEED-other)	\$ 822,100
2012	City of Hallock Application for Owner/Commercial rehab	\$ 949,176
2012	City of Karlstad Application for water system & Housing rehab	not funded
2013	City of Karlstad Application Housing Rehab	not funded
2013	City of Kennedy Application Housing Rehab Will reapply in 2014	not funded
2014	Friends of the Park, Lake Bronson	\$ 24,918
2015	Cities of Karlstad/Kennedy-Housing Rehab	\$ 572,000

Roseau County-The HRA levy contributes \$7,500 annually to Wynne Consulting to assist the county with costs associated with grant writing services.

2008	City of Roseau Rental Rehab-Sunburst Acres (DEED)	\$ 53,400
2010	Badger Fire Dept.-Firefighting gear & equipment (FEMA)	\$ 86,800
2010	Badger Community Hall-Heating system (DOE-EECBG)	\$ 26,555
2010	Warroad Library- Window replacement (DOE-EECBG)	\$ 170,590
2010	Warroad City Hall-Historical Society-Painting & repairs	\$ 36,000
2011	Badger Commercial Rehab-(DEED)	\$ 407,861
2012	Roseau County (non-City) (RBEG) Business loans	\$ 104,300
2012	Roseau County-Victim Services Grant	\$ 40,000
2012	Roseau County housing study \$4,000 share w/NWMNF/MNHP	\$ 18,000
2012	City of Wannaska-Community Center (local)	\$ 100,000
2012	Roseau County-Crime Victim Services Grant	\$ 40,000
2012	City of Roseau Application for Rental rehab	not funded
2012	City of Warroad Application for com./Rental/HO rehab	not funded
2012	Roseau County application for Homeowner/Rental rehab	not funded
2013	City of Roseau Rental rehab and conversion	\$ 817,500
2013	City of Warroad Comm./Rental/OO rehab	\$ 1,315,532
2013	City of Warroad-USDA-RBEG-Business loans	\$ 145,270
2014	Badger/Greenbush DEED grant Rental rehab (12 units)	\$ 223,104
2014	Roseau County, Down Payment Assistance	\$ 20,000
2014	Roseau River Water shed district (mapping)	\$ 25,000
2014	Warroad Fire Department (equipment)	\$ 22,800
2015	City of Roosevelt-Hsg. Rehab	\$ 218,175

<u>Year</u>	<u>Activity/Source of Funding</u>	<u>Total Project Cost</u>
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Marshall County-The HRA levy contributes \$7,500 annually to Wynne Consulting to assist county with costs associated with grant writing services.

2008	City of Newfolden-Commercial/Rental Rehab (DEED)	\$ 279,900
2010	City of Oslo/Alvarado-Home Owner Housing Rehab (DEED)	\$ 386,550
2010	City of Middle River-Sewer Treatment Upgrade (DEED)	\$ 538,028
2011	Marshall County-Acquisition/Demo. (DEED) 16 homes	\$ 972,608
2012	City of Stephen/Argyle-Housing/Commercial Rehab (DEED)	\$ 625,704
2012	City of Warren-Housing/Commercial Rehab (DEED)	\$ 997,464
2012	Cities of Alvarado/Oslo Application for Rental/Comm. rehab	\$ not funded
2014	City of Oslo Commercial/rental/housing	\$ 533,308
2014	RBEG-Business loans- USDA	\$ 99,900

Pennington County- The HRA also manages program income from past housing grants on behalf of the City of Thief River Falls and Pennington County.

2009	City of Thief River Falls/Goodridge-Homeowner/Rental Rehab 18 units TRF 4 units Goodridge	\$ 496,680
2012	City of Thief River Falls-Homeowner/Rental Rehab (DEED)	\$ 750,520
2014	Pennington County rehab-Using levy funds from match	\$ 150,000
2015	Thief River Falls DEED home owner, rental & comm. rehab App.	\$ 600,000 *

Polk County- The HRA contracts with various cities to write housing grants and administer funded grants in the county and communities. The HRA has administered grants in the City of Crookston (who received DEED funds in 2012 to do rental/commercial rehab in a downtown target area) but do not use levy funds in the cities of Crookston and East Grand Forks since they have City HRA's and are excluded from the HRA levy.

2010	City of Winger-Commercial Rehab (6 Businesses) (DEED)	\$ 278,063
2010	Cities of McIntosh and Erskine- Housing Rehab-24 homes (DEED)	\$ 667,600
2011	City of Fosston-Housing & Commercial Rehab- (DEED)	\$ 400,000
2013	City of Fosston Application for Homeowner rehab Re-apply 2014	not funded \$
2014	City of Climax Application for sanitary sewer improvements	\$ 320,000
2014	City of Fosston Downtown Redevelopment	\$ 900,000
2014	City of Fosston Single Family Home (spec Home)	\$ 195,000
2015	Rural Trail- single family home rehab-(MHFA-HPG-FHLB)	\$ 50,000
2015	City of Fosston DEED grant-Rental rehab	\$ 252,770
2015	City of Crookston DEED grant -Rental & Comm. rehab (App.)	\$ 500,000*

<u>Year</u>	<u>Activity/Source of Funding</u>	<u>Total Project Cost</u>
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Red Lake County-

2014	RBEK-County wide business loans from USDA	\$ 119,900
2014	City of Oklee – DEED 15 housing rehab	\$ 380,000
2014	Homeowner rehab using program income	\$ 200,000
2015	Plummer-DEED application for 18 HO rehab	\$ 568,000

Total funds leveraged from 2008-2014 using HRA levy funds **\$18,166,818**

\$11.71 return for every \$1 levy funds invested

(Levy funds spend + developers costs = \$1,550,754 thru 6-30-15)

- Applications to be submitted in 2015-HRA administered \$ 1,100,000

The HRA covers an 8 county area (including Norman and Lake of the Woods) with other HUD and non HUD financed housing programs that serve the low and moderate income residents. The HRA has been in existence since 1973 serving the region that had a humble beginning in a converted garage on Maple Lake a few miles from Mentor, MN and has grown to have a major impact with creating housing and community development throughout the region. Due to state and federal funding reductions the region has greatly benefited from the approval by the 2008 legislature to allow the NW MN Multi County HRA Board to levy. This levy authority was again approved by the MN legislature in the 2013 session.

Federal Home Loan Bank	2008 Homeowner Rehab 74 units	\$ 495,000
Federal Home Loan Bank	2012 Homeowner Rehab 45 units	\$ 295,000
Federal Home Loan Bank	2014 Homeowner Rehab app. 30 units	\$ 195,000

The HRA is blessed and thankful to have had the opportunity to serve the residents of northwest Minnesota since its inception in 1972. We look forward to continue our service with future funding opportunities enhanced by the HRA levy.

All Counties CRF Funds

County	CRF Funds	Investor Dollars	Levy	New & Existing Construction	Number of Units
Beltrami	\$ 168,221	\$ 123,795	\$ -	\$ 2,238,497	26
Kittson	\$ 169,208	\$ 93,450	\$ -	\$ 2,828,698	48
Marshall	\$ 412,794	\$ 192,900	\$ 70,150	\$ 8,439,279	94
Norman	\$ 176,273	\$ 91,500	\$ -	\$ 2,461,722	31
LOW	\$ -	\$ 38,200	\$ -	\$ 835,554	11
Pennington	\$ 275,468	\$ 85,000	\$ 114,640	\$ 10,353,893	107
Polk	\$ 413,110	\$ 235,575	\$ -	\$ 10,072,367	112
Red Lake	\$ 883,695	\$ 433,350	\$ 23,109	\$ 12,836,086	138
Roseau	\$ 952,948	\$ 849,946	\$ -	\$ 32,463,367	377
Totals	\$ 3,451,717	\$ 2,143,716	\$ 207,899	\$ 82,529,463	944

07/08/15

Note: \$23.91 private dollars for every \$1.00 invested by the state
944 units of housing completed

HRA Properties Managed by Greater Minnesota Management
July 15, 2013

COUNTY/CITY	PROPERTY NAME	STATUS	# OF BEDROOMS			
			1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm
Clearwater County:						
Bagley	OtterKill Gardens	Subsidized	28	2		
City of Clearbrook	Summerfield Place	Market Rate	4	10	2	
Hubbard County:						
City of Park Rapids	Summerfield Place	Market Rate	28	64	4	
Lake of the Woods County:						
City of Baudette	Summerfield Place	Market Rate	11	27	4	
Norman County:						
City of Ada	Summerfield Place	Market Rate	7	24		
City of Shelly	Summerfield Place	Market Rate		8		
Pennington County:						
City of Thief River Falls	Summerfield Place	Market Rate	23	52	8	
	Foxtail Townhomes	Market Rate			16	24
Polk County:						
City of Crookston	Summerfield Place	Market Rate	21	45	4	
City of Erskine	Summerfield Place	Market Rate	2	8		
City of Fertile	Summerfield Place	Market Rate	8	6		
City of Fisher	Summerfield Place	Market Rate		12	2	
City of Fosston	Summerfield Place	Market Rate	6	16	2	
Marshall County:						
City of Argyle	Summerfield Place	Market Rate		8		
City of Newfolden	Summerfield Place	Market Rate	2	6		
City of Warren	Summerfield Place	Market Rate	4	12		
Roseau County:						
City of Badger	Summerfield Place	Market Rate	2	6		
City of Greenbush	Summerfield Place	Market Rate	2	10		
City of Roseau	Summerfield Place	Market Rate	6	27	8	

Total Apartments = 571	154	343	50	24
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Properties Managed by Northwest Minnesota Multi-County HRA
 July 15, 2013

COUNTY/CITY	PROPERTY NAME	STATUS	# OF BEDROOMS		
			1 Bdrm	2 Bdrm	3 Bdrm
Kittson County:					
Lancaster, Hallock, Kennedy & Lake Bronson	11 - 3 Bdrm Homes	Subsidized			11
Marshall County:					
Oslo, Newfolden	4 - 3 Bdrm Homes	Subsidized			4
Middle River	Royal Manor Apts	Subsidized	20		
Pennington County:					
St. Hilaire	2 - 3 Bdrm Homes	Subsidized			2
Polk County:					
Climax, Erskine	5 - 3 Bdrm Homes	Subsidized			5
Fertile	2 - 3 Bdrm Homes	Subsidized			2
Fertile	Sunshine Court Apts	Subsidized	20		
Fisher	Prairie View Apts	Subsidized	15		
Fosston	Evergreen Apts	Subsidized	12		
Fosston	Fosston Homes (7 Duplex)	Market Rate	12	2	
Mentor	Maplewood Apts	Subsidized	8		
Mentor	2 Office Buildings				
Mentor	Maintenance Bldg				
Roseau County:					
Badger	Badger Creek Apts	Subsidized	12		

Total Units = 125	99	2	24
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Kittson County July 2014 - June 2015

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-14	9	\$ 2,094.00
Aug-14	9	\$ 2,094.00
Sep-14	8	\$ 1,867.00
Oct-14	8	\$ 1,749.00
Nov-14	8	\$ 1,731.00
Dec-14	8	\$ 1,731.00
Jan-15	8	\$ 1,731.00
Feb-15	8	\$ 1,661.00
Mar-15	7	\$ 1,661.00
Apr-15	7	\$ 1,661.00
May-15	7	\$ 1,501.00
Jun-15	8	\$ 1,437.00
Total	95	\$ 20,918.00

Marshall July 2014 - June 2015

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-14	37	\$ 9,728.00
Aug-14	39	\$ 10,971.00
Sep-14	39	\$ 10,368.00
Oct-14	39	\$ 10,823.00
Nov-14	41	\$ 11,459.00
Dec-14	40	\$ 11,522.00
Jan-15	39	\$ 11,315.00
Feb-15	39	\$ 11,619.00
Mar-15	40	\$ 11,866.00
Apr-15	42	\$ 12,352.00
May-15	42	\$ 12,316.00
Jun-15	42	\$ 12,697.00
Total	479	\$ 137,036.00

Pennington County July 2014 - June 2015

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-14	142	\$ 37,243.00
Aug-14	143	\$ 37,491.00
Sep-14	143	\$ 39,221.00
Oct-14	139	\$ 39,049.00
Nov-14	142	\$ 39,998.00
Dec-14	141	\$ 39,608.00
Jan-15	141	\$ 40,916.00
Feb-15	141	\$ 41,674.00
Mar-15	141	\$ 40,892.00
Apr-15	142	\$ 41,129.00
May-15	140	\$ 41,418.00
Jun-15	135	\$ 39,401.00
Total	1690	\$ 478,040.00

Polk County July 2014 - June 2015

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-14	201	\$ 63,122.00
Aug-14	202	\$ 64,210.00
Sep-14	199	\$ 64,018.00
Oct-14	197	\$ 63,343.00
Nov-14	197	\$ 63,775.00
Dec-14	202	\$ 64,606.00
Jan-15	498	\$ 187,351.00
Feb-15	497	\$ 186,772.00
Mar-15	508	\$ 192,318.00
Apr-15	517	\$ 197,462.00
May-15	522	\$ 201,196.00
Jun-15	535	\$ 208,767.00
Total	4275	\$ 1,556,940.00

Red Lake County July 2014 - June 2015

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-14	27	\$ 6,362.00
Aug-14	28	\$ 6,428.00
Sep-14	25	\$ 6,104.00
Oct-14	24	\$ 5,823.00
Nov-14	24	\$ 5,997.00
Dec-14	24	\$ 5,959.00
Jan-15	23	\$ 6,108.00
Feb-15	23	\$ 6,104.00
Mar-15	22	\$ 6,276.00
Apr-15	22	\$ 5,907.00
May-15	22	\$ 6,078.00
Jun-15	21	\$ 5,809.00
Total	285	\$ 72,955.00

Roseau County July 2014 - June 2015

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-14	78	\$ 19,775.00
Aug-14	80	\$ 20,353.00
Sep-14	79	\$ 20,575.00
Oct-14	83	\$ 20,801.00
Nov-14	86	\$ 20,920.00
Dec-14	86	\$ 20,755.00
Jan-15	83	\$ 20,150.00
Feb-15	82	\$ 20,211.00
Mar-15	82	\$ 20,414.00
Apr-15	82	\$ 20,184.00
May-15	81	\$ 19,785.00
Jun-15	82	\$ 19,543.00
Total	984	\$ 243,466.00

Norman County July 2014 - June 2015

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-14	57	\$ 15,265.00
Aug-14	57	\$ 15,019.00
Sep-14	58	\$ 15,662.00
Oct-14	58	\$ 16,634.00
Nov-14	59	\$ 16,980.00
Dec-14	60	\$ 17,140.00
Jan-15	59	\$ 17,349.00
Feb-15	62	\$ 18,571.00
Mar-15	62	\$ 18,488.00
Apr-15	65	\$ 19,697.00
May-15	73	\$ 21,980.00
Jun-15	72	\$ 21,788.00
Total	742	\$ 214,573.00

Lake of the Woods County July 2014 - June 2015

Month	# of Vouchers Used Per Month	Housing Assistance Payments
July-14	8	\$ 2,637.00
Aug-14	7	\$ 2,291.00
Sep-14	7	\$ 2,299.00
Oct-14	7	\$ 2,299.00
Nov-14	7	\$ 2,299.00
Dec-14	6	\$ 2,065.00
Jan-15	6	\$ 2,043.00
Feb-15	6	\$ 2,090.00
Mar-15	6	\$ 1,961.00
Apr-15	6	\$ 1,961.00
May-15	6	\$ 1,662.00
Jun-15	7	\$ 1,970.00
Total	79	\$ 25,577.00

Ports July 2014- June 2015

Month	# of Vouchers Used Per Month	Housing Assistance Pa with/admin	Admin.	HAP Only
July-14	5	\$ 3,223.45	\$ 164.45	\$ 3,059.00
Aug-14	5	\$ 4,120.45	\$ 164.45	\$ 3,956.00
Sep-14	5	\$ 3,642.45	\$ 164.45	\$ 3,478.00
Oct-14	3	\$ 3,128.92	\$ 103.92	\$ 3,025.00
Nov-14	3	\$ 3,128.92	\$ 103.92	\$ 3,025.00
Dec-14	2	\$ 1,616.28	\$ 69.28	\$ 1,547.00
Jan-15	8	\$ 4,551.12	\$ 277.12	\$ 4,274.00
Feb-15	8	\$ 5,043.12	\$ 277.12	\$ 4,766.00
Mar-15	8	\$ 4,823.12	\$ 277.12	\$ 4,546.00
Apr-15	8	\$ 4,809.12	\$ 263.12	\$ 4,546.00
May-15	9	\$ 5,282.01	\$ 296.01	\$ 4,986.00
Jun-15	9	\$ 6,445.31	\$ 296.01	\$ 6,149.30
Total	73	\$ 49,814.27	\$ 2,456.97	\$ 47,357.30



Roseau County Request for Board Action

Agenda Item #: Consent #1 <small>(for office use only)</small>	
Requested Board Date:	August 25, 2015
Originating Department: Coordinator's Office	
Subject Title (as it will appear on the Agenda): August 11, 2015 Board Proceedings	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: Review and approve the August 11, 2015 Board Proceedings.	
Background:	
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None	
Agenda Classification for County Board Meeting:	
<input type="checkbox"/> Delegations <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	

FOR OFFICE USE ONLY:

Board Action: Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____	Distribution/Filing Instructions:
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PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 11, 2015

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, August 11, 2015 at 9:00 a.m.

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Board Chair Jack Swanson. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Todd Miller, and Jack Swanson. Commissioners Foldesi and Phillippe were excused.

APPROVAL OF AGENDA

County Attorney Karen Foss requested the discussion on Tobacco and Clean Air Ordinances be moved to Department Reports. A motion to approve the amended Agenda was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously.

APPROVAL OF BILLS

A motion was made by Commissioner Miller, seconded by Commissioner Swanson and carried unanimously to approve the payment of the following bills:

Warrants Approved For Payment 7/30/2015

<u>Vendor Name</u>	<u>Amount</u>
INGALLS/TERRY	2,625.00
MARVIN HOME CENTER	17,453.26
POLARIS INDUSTRIES INC	8,656.03
TOWN OF BEAVER	6,969.27
TOWN OF CEDARBEND	2,055.16
TOWN OF LAKE	5,998.16
TOWN OF LAONA	2,096.39
TOWN OF NERESON	2,402.24
TOWN OF PALMVILLE	3,918.90
TOWN OF POHLITZ	6,137.30
TOWN OF POPLAR GROVE	4,291.34
TOWN OF REINE	2,126.97
22 Payments less than 2,000.00	12,404.69
Final Total:	77,134.71

Warrants Approved For Payment 8/06/2015

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN NATIONAL LIFE INSURANCE	2,496.55
GEROYS BUILDING CENTER-ROSEAU	17,453.26
JOHNSON/LAURE A	3,526.88
MN DEPT OF FINANCE -TREAS	2,239.00
NW MN SERV COOP-BLUE CROSS BLUE	81,718.00
PRUDENTIAL	2,120.58
19 Payments less than 2,000.00	8,872.05
Final Total:	118,426.32

Warrants Approved On 8/11/2015 For Payment 8/14/2015

<u>Vendor Name</u>	<u>Amount</u>
AVIANDS LLC	15,292.70
EMERGENCY COMMUNICATIONS NETWO	11,800.00
FARMERS UNION OIL CO-LK BRNSN	2,078.49
GEO-COMM CORPORATION	8,280.00
GRAINGER INC	3,705.50
H & L MESABI INC	2,199.65
HOFFMAN PHILIPP & KNUTSON	3,580.00
HOUSTON ENGINEERING	8,970.50
MAR-KIT LANDFILL	42,168.75
MN DEPT OF CORRECTIONS STS	30,132.75
MSOP-MN SEX OFFENDER PROGRAM-D	4,092.00
NORTHLAND TIRE	8,239.32
ROSEAU CO COOP ASSN	10,688.14
ROSEAU CO HWY DEPT	6,038.62
ROSEAU CO TREASURER	5,606.00
SJOBERG'S INC	2,668.25
STOSKOPF INC/STEVEN	3,300.00
STOSKOPF REDI MIX ROSEAU INC	7,927.50
TRUE NORTH STEEL	29,053.00
WIDSETH SMITH NOLTING	2,884.00
73 Payments less than 2,000.00	27,789.65
Final Total:	236,494.82

In addition, the Board approved a forthwith payment to: Frontier Precision, in the amount of \$63,031.80, for survey equipment.

BOARD APPOINTMENTS

University of Minnesota Crookston Retired Senior Volunteer Program (RSVP)

Program Director Tammy Frohlich met with the Board to review the RSVP's community programming, program benefits and volunteer opportunities. Ms. Frohlich requested Roseau County consider a \$1,000 appropriation to RSVP for 2016. The Board will act on this request in conjunction with other County appropriations.

Roseau County Soil and Water Conservation District (SWCD)

Manager Scott Johnson met with the Board to review the SWCD's 2016 budget and appropriation request. The Board will act on this request in conjunction with other County appropriations.

Northwest Regional Library (NWRL)

Northwest Regional Library Director Kristi Hanson met with the Board to provide an update on the regional library systems programming and activities. Ms. Hanson also requested the Board consider a 3% increase in the 2016 NWRL appropriation. The Board will act on this request in conjunction with other County appropriations.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Miller, seconded by Commissioner Falk and carried unanimously. The Board, by adoption of its Consent Agenda, approved the July 28, 2015 Board Proceedings; appointed Gerald Phillipe and Jeff O'Donnell to three years terms on the Warroad River Watershed Board beginning September 19, 2015; approved advertising for a Roseau River Watershed Board appointment; authorized

Board Chair Swanson to sign the Region 3 Emergency Management Joint Powers Board Mutual Aid Agreement; approved the County Veterans Service Office Operational Enhancement Grant, in the amount of \$10,000, effective July 1, 2015 through June 30, 2016; approved a personal leave request for MaryAnn Olafson; approved a payroll status change for Deputy Sheriff Bruce Hanson (regular part-time to regular full-time); approved a payroll status change for Jailer/Dispatcher Cassie Gustafson (temporary to regular part-time); and, approved an amendment to the Uniform Hiring Policy.

DEPARTMENT REPORTS

Assistant Engineer-Maintenance Hire

Engineer Brian Ketring met with the Board to discuss the Assistant Engineer-Maintenance Hire and stated that on August 3, 2015 candidate David Ohnstad regrettfully declined the position. Ketring requested the Board consider the hire of Ryan Murray.

A motion to approve the hire of Ryan Murray for the Assistant Engineer-Maintenance position, at a Grade 10, Step A, effective August 26, 2015, including a one year familiarization period, was made by Commissioner Miller and seconded by Commissioner Falk and carried unanimously.

Tobacco and Clean Air Ordinances

County Attorney Karen Foss requested the Board delay setting a Tobacco and Clean Air Ordinance Public Hearing date so that proposed Ordinance(s) can be further discussed at the Committee of the Whole Meeting on September 1, 2015. The Board concurred.

COUNTY BOARD ITEMS

Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): MnDOT Stakeholders meeting, 7/29/15; Operations/Committee of the Whole meetings, 8/4/15; Minnesota Power Great Northern Transmission Line Project Public Hearing, 8/5/15.

Commissioner Miller reported on the following committee(s): Greenbush Shop meeting, 7/28/15; MnDOT Stakeholders meeting, 7/29/15; Minnesota Rural Counties Caucus, 7/31/15; Operations/Committee of the Whole meetings, 8/4/15; Minnesota Power Great Northern Transmission Line Public Hearing, 8/5/15; Northern Counties Land Use Coordinating Board, 8/6/15; Minnesota Rural Counties Caucus, 8/7/15; Soil and Water Conservation District, 8/11/15.

Commissioner Swanson reported on the following committee(s): Meeting with Randy Prachar, MN DNR, 7/29/15; Roseau Economic Development Authority, 7/29/15; Northwest Minnesota Foundation, 7/30/15; Roseau City Council meeting, 8/3/15; Operations/Committee of the Whole meetings, 8/4/15; Minnesota Power Great Northern Transmission Line Public Hearing, 8/5/15; Community Justice Coordinating Committee, 8/5/15; Association of Minnesota Counties Executive Committee Teleconference, 8/7/15; Association of Minnesota Counties Strategic Planning/Governance Committee(s) Teleconference, 8/7/15; Association of Minnesota Counties Governance Committee, 8/10/15.

Upon motion carried, the Board adjourned the Regular Meeting at 10:40 a.m. The next Regular Meeting of the Board is scheduled for August 25, 2015 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

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

DRAFT



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

WATERSHED BOARD APPOINTMENTS NOTICE

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

One (1) manager to the Two Rivers Watershed District for a three year term beginning October 29, 2015 ending October 28, 2018. The term of Allen Brazier expires on October 28, 2015.

Persons interested in being appointed to serve as a Watershed District Manager should contact the Roseau County Coordinator, 606 5th Avenue SW, Room 131, Roseau, MN 56751 (218-463-4248) or at annmarie.miller@co.roseau.mn.us to obtain an application. To be considered, interested persons must submit completed applications no later than 4:30 pm, September 11, 2015.

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

An Equal Opportunity Employer



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101	Grant Program: Emergency Management Performance Grant 2015 Grant Agreement No.: A-EMPG-2015-ROSEAUCO-00071
Grantee: Roseau County 606 5 th Avenue S.W. Roseau, MN 56751	Grant Agreement Term: Effective Date: 1/1/2015 Expiration Date: 12/31/2015
Grantee’s Authorized Representative: Kyle de Molee 606 5 th Avenue S.W. Rm 132 Roseau, MN 56751 Phone: (218) 463-3375 e-mail: kyle.demolee@co.roseau.mn.us	Grant Agreement Amount: Original Agreement \$16,134.00 Matching Requirement \$16,134.00
State’s Authorized Representative: Matti Gurney Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101 Phone: 651-201-7422 Matti.Gurney@state.mn.us	Federal Funding: CFDA 97.042 State Funding: none Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Emergency Management Performance Grant 2015 Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the Emergency Management Performance Grant 2015 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-EMPG-2015-ROSEAUCO-00071 / PO#3000035584

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

Budget Summary

EMPG			
Budget Category	Award	Match	
Planning			
EM department	\$16,134.00	\$16,134.00	
n/a	\$0.00	\$0.00	
Total	\$16,134.00	\$16,134.00	
Total	\$16,134.00	\$16,134.00	
Allocation	\$16,134.00	\$16,134.00	
Balance	\$0.00	\$0.00	

Agreement
Between the University of Minnesota
And
Roseau County
For providing Extension programs locally and Employing
Extension Staff

This Agreement (“Agreement”) between the County of Roseau Minnesota (“County”) and the Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”) is effective January 1, 2016, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2016 and ending on December 31, 2018, unless earlier terminated as provided in paragraphs 8 and 9.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University’s Director of Extension, or the Director’s designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment University’s state-wide Extension programs. The programs that the County will augment are detailed in Table A below.

Table A

Program	FTE	2016 Price	FTE	2017 Price	FTE	2018 Price
		\$0		\$0		\$0
4-H Program Coordinator	1.00	\$68,881	1.00	\$70,431	1.00	\$72,192
		\$0		\$0		\$0
Total	1.00	\$68,881	1.00	\$70,431	1.00	\$72,192

* For multiple Educators, list program area of responsibility:

2. County recognizes that University costs for supporting these positions may increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties will agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University will be responsible for providing salary & fringe benefits for the positions, enhanced programming from regional extension educator staff, program supervision, travel (mileage, meals, and lodging), in-service training within program area, payroll, and accounting services.

The County agrees to provide local support in the form of office space, telephone, computer, network connections for email and other communications, software, support staff and other general office supplies. The University will recommend technology needs and other office standards. Nevertheless, the level of availability and type of such support will be determined by the County.

4. University will bill the County on a quarterly basis and the County will submit payment within 35 days of receipt of the bill. The total annual amount to be paid by the County shall be paid in four equal quarterly payments.

5. As vacancies occur, and if the County and University agree to continue to support the desired program and position, University will hire new personnel with involvement and concurrence of the County Extension Committee. The County will not be billed for a position during the time that position is vacant.

6. The University will complete an annual performance evaluation of each University Extension employee working in the County and supporting the programs identified in paragraph

1. The County Extension Committee will have the option to provide input to University on such evaluation. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.

7. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34. The parties acknowledge that County extension educational programming includes University's Nutrition Education Program educational programming.

8. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the County Extension program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of 90 days' notice if either party desires a change in programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

9. If University or the County in good faith determines that funding is no longer available to support the programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of 90 days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County: Martha Monsrud
Roseau County Auditor
606 5th Avenue SW, Room 160
Roseau, MN 56751
E-mail: martie@co.roseau.mn.us

If to University: University of Minnesota
Minnesota Extension
Attn: Director of Field Operations
240 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108
Facsimile No.: 612-625-6227
E-mail: byrne007@umn.edu

10. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

11. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

12. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

13. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

COUNTY of ROSEAU

Regents of the University of Minnesota

BY _____
Chair, County Board of Commissioners

BY _____

DATE _____

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____



Roseau County Request for Board Action

Agenda Item #: Consent #5 <small>(for office use only)</small>		
Requested Board Date:	August 25, 2015	Originating Department: Auditor
Subject Title (as it will appear on the Agenda): Roseau County Extension Committee Member - Advertisement.		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 approval to advertise for an Extension Committee member.		
Background: Doug Green has served his three terms on the committee. This will be published in The Tribune and our official newspaper, The Roseau Times Region. The committee would like a representative from the western part of the county to keep balance on the committee.		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations <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		

FOR OFFICE USE ONLY:

Board Action: Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____	Distribution/Filing Instructions:
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Roseau County Board
August 2015
Glenda A. Phillipe
District One

August 4 – Operations – Roseau

August 4 – COW – Roseau

August 5 – LDSAAA – TRF

August 12 – Lake Township – Warroad

August 17 – RCCoA – Roseau

August 18 – Social Services – Roseau

August 18 – Highway – Roseau

August 19 – Northwest MN Waste Mgt. Joint Powers – Bagley

August 24 – Warroad City Council – Warroad

August 25 – Roseau County Board – Roseau

JACK SWANSON COMMITTEE REPORTS

AUGUST 12, 2015 - ASSOCIATION OF MINNESOTA COUNTIES COUNTY PROGRAM AID TASK FORCE (\$T PAUL); narrowed CPA formula preferences to two; will meet again in September

AUGUST 13, 2015 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE; approved \$54 million Motorola software upgrade (affecting metro, St Cloud, Rochester)

AUGUST 17, 2015 - ROSEAU COUNTY EXTENSION COMMITTEE; 2016 budget

AUGUST 18, 2015 - SOCIAL SERVICES BOARD

AUGUST 18, 2015 - ROSEAU EAST DIVERSION DEDICATION

AUGUST 18, 2015 - HIGHWAY COMMITTEE

AUGUST 20, 2015 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (DULUTH)

AUGUST 21, 2015 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (DULUTH)