



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **October 10, 2017, 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 Delegations/Board Appointments/Public Comments*

1. Colleen Hoffman, Hoffman/Philipp/Knutson PLLC - 2016 Audit Exit Conference

9:20 Consent Agenda

1. September 26, 2017 Board Proceedings
2. Off-Highway Vehicle Enforcement Grant
3. Advertise to Hire - Dispatch/Jailer
4. Voting Equipment Grant Resolution
5. 2017 Emergency Management Performance Grant (EMPG)
6. Social Services - Transfer/Promotion Request - Fiscal Supervisor
7. Advertise to Hire - Accounting Technician
8. Employee Photo ID/FOB Policy

9:25 Department Reports

1. Sheriff
 - a. Personal Leave Request
2. Highway
 - a. Final Payment - Morris Seal Coat and Trucking, Inc.

9:30 Committee Reports

1. Insurance Committee
 - a. 2018 Insurance/Benefit Package Recommendations

9:35 County Board Items

1. Office of the State Auditor (OSA) Discussion/Letter
2. Buffer Ordinance Public Hearing Notice
3. 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, Vice-Chair - District 2, Jack Swanson
District 3, Roger Falk - District 4, Russell Walker - District 5, Mark Foldesi, Chair
An Equal Opportunity Employer



Roseau County Request for Board Action

Agenda Item #: Consent 1 <small>(for office use only)</small>	
Requested Board Date:	October 10, 2017
Originating Department: Coordinator	
Subject Title (as it will appear on the Agenda): September 26, 2017 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 September 26, 2017 Regular Board Meeting 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

September 26, 2017

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, September 26, 2017.

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Board Chair Mark Foldesi. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe, Jack Swanson and Russell Walker. Others present were Scott Habstritt, Larry Guggisberg, Pete Grafstrom, LaVerne Voll, Martha Monsrud, Brian Ketring, Ann Marie Miller, and Sue Grafstrom.

APPROVAL OF AGENDA

A Social Services advertisement to hire; a discussion of a Marshall County Board Resolution in support of the Enbridge Line 3 Replacement Project; a request for hire in the County Attorney's Office; a discussion on an existing petition for culvert placement on WD 3; and, a request to approve a Resolution supporting an eviction from a tax-forfeited parcel were all added to Department Reports. A motion to approve the amended Agenda was made by Commissioner Falk, seconded by Commissioner Walker and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Administrative Assistant Ann Marie Miller shared correspondence thanking Veterans Service Officer Martin Howes for assistance in a claim, and, reviewed the draft Agenda for the upcoming October 3, 2017 Operations Committee/County Board Work Session meeting(s).

APPROVE BILLS

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

Warrants Approved For Payment 9/14/2017

<u>Vendor Name</u>	<u>Amount</u>
MN DEPT OF FINANCE -TREAS	2,689.50
ROSEAU CITY	13,325.16
VANGUARD APPRAISALS, INC	9,224.00
13 Payments less than 2,000.00	8,264.52
Final Total:	33,503.18

Warrants Approved For Payment 9/21/2017

<u>Vendor Name</u>	<u>Amount</u>
ROSEAU ROOFING & REMODELING	96,000.00
11 Payments less than 2,000.00	5,863.73
Final Total:	101,863.73

Warrants Approved On 9/26/2017 For Payment 9/29/2017

<u>Vendor Name</u>	<u>Amount</u>
ANDREW J STOSKOPF TRUCKING INC	4,983.00
B & B PLUMBING & HEATING INC	19,525.00
JOHNSON OIL CO INC	9,205.15

LARSON HELICOPTERS, LLC	165,237.41
MACTEK SYSTEMS INC	6,652.00
MSOP-MN SEX OFFENDER PROGRAM	4,612.80
RINKE-NOONAN LAW FIRM	3,163.00
UNIVERSITY OF NORTH DAKOTA	3,035.73
46 Payments less than 2,000.00	19,052.54
Final Total:	235,466.63

In addition, the Board approved forthwith payments to Andrew J. Stoskopf Trucking, Inc., in the amount of \$11,273.75, for ditch leveling; to Halverson Sand and Gravel, in the amount of \$710.25, for debris removal on CSAH 28; to R & Q Trucking, Inc., in the amount of \$20,541.00, to install drain tile and concrete work on CSAH 42; and, to R & Q Trucking, Inc., in the amount of \$3,035.00, for culvert installation.

PUBLIC HEARING

Proposed Alteration of Boundaries for Unorganized Townships 164-38 and 164-39

A motion to open the Public Hearing was made by Commissioner Phillipe, seconded by Commissioner Swanson and carried unanimously. Auditor Monsrud explained the process for combining the townships and noted that no written correspondence was received. Chair Foldesi asked for Public Comment. Resident LaVern Voll stated that he was in favor of combining the Unorganized Townships but was concerned as to how tax dollars will now be spent and added that when the DNR uses the roads for wood harvesting, they should pay for the road maintenance. Resident Pete Grafstrom requested a reduction in the 2018 Levy for Unorganized Norland Township. A motion to close the Public Hearing was made by Commissioner Swanson, seconded by Commissioner Phillipe and carried unanimously.

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

2017-09-08

WHEREAS, the Roseau County Board of Commissioners has received a petition to alter the boundary of Unorganized Township 164 N, Range 38 W, (Upper Unorganized Norland), and duly executed by registered voters of said Unorganized Township in accordance with Minnesota Statute § 379.02; and

WHEREAS, the purpose of said petitions is to eliminate the 164 N, Range 38 W (Upper Unorganized Norland), and to combine it with the 163 N, Range 38 W, (Lower Unorganized Norland);

NOW, THEREFORE, BE IT RESOLVED, that the Board does hereby grant the petition to alter the boundary as follows:

Unorganized Township 164 N, Range 38 W, County of Roseau, State of Minnesota shall be attached to and become part of Unorganized Township 163 N, Range 38 W, County of Roseau, State of Minnesota.

BE IN FURTHER RESOLVED, that the County Auditor shall notify the state demographer of the boundary changes in accordance with Minnesota Statute 379.02.

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

2017-09-09

WHEREAS, the Roseau County Board of Commissioners has received a petition to alter the boundary of Unorganized 164 N, Range 39 W, (Upper Unorganized Spruce Valley), and duly executed by registered voters of said Unorganized Township in accordance with Minnesota Statute § 379.02; and

WHEREAS, the purpose of said petition is to eliminate the 164 N, Range 39 W, (Upper Unorganized Spruce Valley), and to combine it with the 163 N, Range 39 W, (Lower Unorganized Spruce Valley);

NOW, THEREFORE, BE IT RESOLVED, that the Board does hereby grant the petition to alter the boundary as follows:

Unorganized Township 164 N, Range 39 W, County of Roseau, State of Minnesota shall be attached to and become part of Unorganized 163 N, Range 39 W, County of Roseau, State of Minnesota.

BE IT FURTHER RESOLVED, that the County Auditor shall notify the state demographer of the boundary changes in accordance with Minnesota Statute 379.02.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Phillippe, seconded by Commissioner Walker and carried unanimously. The Board, by adoption of its Consent Agenda, approved the September 12, 2017 Regular Board Meeting Proceedings; and, passed a Resolution (2017-09-03) in support of a cooperative agreement between the County and the Office of Justice Programs in the Minnesota Department of Public Safety.

DEPARTMENT REPORTS

Social Services

Due to an employee resignation, Director Dave Anderson is requesting the Board authorize advertising for the hire of an Eligibility Worker. A motion to approve advertising for the hire of a Social Services Eligibility worker was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously.

Enbridge Energy Line 3 Replacement Project

Commissioner Walker presented the Board with a copy of a Marshall County Board Resolution in support of the Enbridge Energy Line 3 Replacement Project. The Board agreed to send a letter to Marshall County noting Roseau County's support for their efforts in sustaining the pipeline project.

County Attorney

County Attorney Karen Foss met with the Board to request approval to hire a new Victim Services Coordinator. Attorney Foss noted that this is a grant supported position. A motion to approve the hire of Connie Grindeland as a regular full-time Victim Services Coordinator (Grade 7, Step A), effective September 27, 2017, was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously.

Highway

Engineer Ketring met with the Board to discuss Roseau River Watershed District's (RRWD) request to install a 36" culvert to outlet waters from the WD 3 system to SD 69. Engineer Ketring is recommending the installation of an 18" culvert, as an alternative to the proposed 36" culvert, and consulted Rinke Noonan for legal options on this installation. Rinke Noonan's response confirmed that an 18" culvert could be installed without any special proceedings if the RRWD withdraws their petition for a 36" culvert. Engineer Ketring noted that this information is just an update and that there is no action needed by the Board at this time.

Auditor

Auditor Martha Monsrud met with the Board to request approval of a Resolution authorizing eviction from a tax forfeited property located in the City of Greenbush. A motion was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously to adopt the following Resolution:

2017-09-05

Whereas the property identified below has been forfeited to the State of Minnesota for nonpayment of taxes; and

Whereas Roseau County administers the forfeiture process on behalf of the State of Minnesota for properties located in Roseau County; and

Whereas said property remains occupied despite written notice to the occupants that they must vacate;

Therefore, it is hereby resolved, that the Roseau County Attorney is requested to initiate an eviction action on behalf of Roseau County for the following property:

Parcel ID 52.0086800 Property Address: 833 Old Ridge Road, Greenbush, MN

Property Tax Legal Description: THE NORTHEAST 120 FEET OF THE SOUTHWEST 415 FEET OF LOT 12 OF AUDITOR'S PLAT 11 LESS THAT PART DESCRIBED: COMMENCING AT THE SOUTHWEST CORNER OF LOT 12, THENCE NORTHEASTERLY 295 FEET TO THE POINT OF BEGINNING, THENCE CONTINUE NORTHEASTERLY 60 FEET, THENCE S48°00'00"EAST 33 FEET, THENCE SOUTHWESTERLY 60 FEET, THENCE NORTHWESTERLY 33 FEET TO THE POINT OF BEGINNING AND LESS HIGHWAY RIGHT OF WAY. ALL BEING IN SECTION 10, TOWNSHIP 160, RANGE 43 (CITY OF GREENBUSH)

COUNTY BOARD ITEMS

Two Rivers Watershed Board Appointment

The Board reviewed applications for the Two Rivers Watershed Board. Following discussion, a motion to appoint Bruce Anderson to a three year term, commencing October 30, 2017 and concluding on October 29, 2020, was made by Commissioner Swanson, seconded by Commissioner Phillipe and carried unanimously.

2018 Unorganized Township Levies and Budgets

Auditor Monsrud requested Board approval of the 2018 Unorganized Township Levies and Budgets as presented.

A motion to approve the 2018 Unorganized Township Levies and Budgets was made by Commissioner Falk, seconded by Commissioner Walker and carried unanimously to adopt the following Resolution:

2017-09-04

WHEREAS, the Roseau County Board of Commissioners has reviewed and considered budgets for the unorganized townships located in Commissioner Districts No. 3, 4, and 5, and;

WHEREAS, the Roseau County Board of Commissioners deems it necessary that the following amounts be levied on all taxable property in specified unorganized townships in Roseau County;

NOW, THEREFORE, BE IT RESOLVED that the year 2018 unorganized township budgets are hereby approved and the following amounts shall be levied upon all taxable property in unorganized townships in Roseau County for the year 2018:

Township	Range			
161	36	Clear River	\$	6,000
161	37	America	\$	3,000
162	44	Juneberry	\$	5,000
163	38	Norland	\$	6,000
163	39	Spruce Valley	\$	8,000
163	40	Jadis	\$	700
163	43	Unorganized	\$	125
163	44	Blooming Valley	\$	2,000
164	40	Unorganized (Jadis North)	\$	700
164	44	Blooming Valley (north)	\$	500

A copy of the year 2018 unorganized township budget(s) are on file in the County Auditor's office.

2018 Preliminary County Levy and Budget

The Board discussed the 2018 Preliminary Levy and Budget. A motion was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously to adopt the following Resolution:

2017-09-06

BE IT RESOLVED, that the payable 2018 Preliminary Property Tax Levy for Roseau County is hereby approved, as follows:

<u>Fund</u>	<u>Levy</u>
Revenue	\$3,462,589
Road & Bridge	1,236,000
Welfare	1,678,900
Debt Service	417,888
Total	\$6,795,377

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

2017-09-07

BE IT RESOLVED, that the 2018 Preliminary Budget - incorporating the 2018 Preliminary Levy - is hereby approved, as follows:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Net Budget</u>
Revenue	\$ 6,369,386	\$ 7,749,271	\$ (1,079,885)
Road & Bridge	7,715,348	7,792,767	(77,419)
Welfare	4,200,174	4,470,350	(270,176)
Debt Service	428,861	417,888	10,973
Tax Supported Funds - Total	\$18,713,769	\$ 20,130,276	\$ (1,416,507)
Environmental	\$ 1,188,152	\$ 1,173,544	\$ 14,608
Total - All Funds	\$19,901,921	\$ 21,303,820	\$ (1,401,899)

2018 County Budget Hearing Date

A motion to set the 2018 Budget Hearing date for December 12, 2017, beginning at 6:00 p.m., was made by Commissioner Phillippe, seconded by Commissioner Falk and carried unanimously.

COMMISSIONER COMMITTEE REPORTS (August 22, 2017 - September 25, 2017)

Commissioner Falk reported on the following committee(s): Red River Basin Commission; Safety Committee meeting; Buffer Program meeting; Operations Committee/County Board Work Session; Red River Basin Commission tour; Meeting with Collin Peterson at Four Town/Trails; Soil and Water Conservation District; Minnesota Rural Counties; Association of Minnesota Counties Fall

Legislative Conference; Northwest Regional Development Commission; Social Services Board; Building Committee; Joint Powers Natural Resources Board.

Commissioner Foldesi reported on the following committee(s): Greenbush Highway Committee meeting.

Commissioner Phillippe reported on the following committee(s): Warroad City Council; Land of the Dancing Sky Area Agency on Aging; Warroad City Council; Highway Committee, Minnesota Rural Counties, Association of Minnesota Counties Fall Legislative Conference; Social Services Board; Building Committee; 911/Warroad/Roseau Rescue Units/Sheriff Department; One Watershed, One Plan Policy Board; Warroad Parks and Rec meeting; Retired Senior Volunteer Program; Warroad Community Park Development; City of Warroad meeting.

Commissioner Swanson reported on the following committee(s): Highway Committee; Insurance Committee; Jadis Township meeting; Association of Minnesota Counties (AMC) Finance Committee; AMC Board of Directors; AMC Research Committee; AMC Fall Policy Conference; Roseau County Jail Transition Team; Social Services Board; Building Committee; Northwest Minnesota Housing and Redevelopment Authority; AMC Futures Task Force; AMC Public Lands Working Group; Sunshine Foundation-Roseau County Coalition.

Commissioner Walker reported on the following committee(s): Warroad Watershed; Joint Powers Natural Resources Board; Buffer Program meeting; Meeting with Collin Peterson at Four Town/Trails; Operations Committee/County Board Work Session; Roseau River Watershed Board; Soil and Water Conservation District; Insurance Committee; Minnesota Rural Counties; Association of Minnesota Counties Fall Legislative Conference; Social Services Board; Building Committee; Insurance Committee; Joint Powers Natural Resources Board.

Upon motion carried, the Board adjourned the regular meeting at 11:05 a.m. The next regular meeting of the Board is scheduled for October 10, 2017 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Mark Foldesi, Chair
Board of County Commissioners
Roseau County, Minnesota

Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-40



August 30, 2017

Steven Gust
Roseau County Sheriff's Office
604 Fifth Avenue SW
Roseau, MN 56751

Dear Steven Gust:

The Minnesota Department of Natural Resources (DNR), Enforcement Division, is sending contracts to the 56 counties that have chosen to participate in the Off Highway Vehicle (OHV) Enforcement Grant Program during this biennium, July 1, 2017 through June 30, 2019.

Enclosed, you will find your county grant contract. Please sign and return all three copies. Once DNR signs the contract, they are in effect. Meaning, you can earn reimbursement for expenditures only after all parties have signed them.

Based on the number of participating counties, your county will receive the amount of \$8,295.00 in each fiscal year, 2018 and 2019. The details of receiving reimbursements will be indicated in the contract and on the DNR website. All expenses over the amount of your grant will be the sole responsibility of your county agency. Also, keep in mind that this program is set up for your agencies to provide annual reports, in order to receive annual payments.

All information and forms regarding the Off Highway Grant Program can be accessed at the following website: http://www.dnr.state.mn.us/grants/enforcement/ohv_safety.html

A number of counties have indicated their interest in providing youth ATV training, and updates on current state laws regarding OHV use. The training course for instructors is available on-line, at: www.dnr.state.mn.us/safety/instructors/index.html. For updated information and training regarding the current laws, please consult with your local Conservation Officer.

If you have any questions, feel free to contact Chuck Niska, Program Manager. Chuck can be reached at chuck.niska@state.mn.us or (612) 756-4165.

Thank you in advance for your on-going efforts to assist the DNR in protecting Minnesota's resources and providing service to our citizens.

Sincerely,

A handwritten signature in blue ink, appearing to read "RCS", with a long horizontal flourish extending to the right.

COL Rodmen Smith, Director
Division of Enforcement

STATE OF MINNESOTA
GRANT CONTRACT
Off-Highway Vehicle Safety Enforcement Grant
Fiscal Years 2018 and 2019

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and Roseau County Sheriff's Office, 604 Fifth Avenue SW, Roseau, MN 56751 ("GRANTEE").

Recitals

1. Under Minn. Stat. 84.024 the State is empowered to enter into this grant.
2. The State, under laws of MN 2017 Chapter 93, Section 3, Subdivision 6, is authorized to provide reimbursement grants to counties to cover costs of labor, operations, maintenance and equipment related to the enforcement of off highway vehicle laws, rules and regulations, as well as training staff and conducting youth training sessions, in the manner described in the grantee's Proposed Budget.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn.Stat.§16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1 Term of Grant Contract

1.1 Effective date:

August 14, 2017, or the date the State obtains all required signatures under Minn. Stat.§16B.98, Subd. 5, whichever is later. Per, Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed. **The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

1.2 Expiration date:

June 30, 2019, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms.

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1). The Grantee will be reimbursed once annually, for only eligible Off-Highway Vehicle Safety Grant activities, including one or more of the following:

- Grantee staff time to participate in Off-Highway Vehicle (OHV) / All-Terrain Vehicle (ATV) activities, including attendance at training classes, also holding local safety training education programs for local participants. Training of Grantee staff working to enforce any OHV related law, rule or regulation is **MANDATORY**.
- Purchase of ATV's for use in patrolling;
- ATV maintenance, fuel and enforcement related costs;
- Trailers, trailer maintenance and repair (**not** costs related to towing vehicle repair)
- Helmets and other related protective gear (no standard uniforms or equipment);

- Purchase other equipment dedicated SOLELY to Off Highway Vehicle Enforcement work
- Submit ANNUAL Performance Reports and Reimbursement Requests for each year of participation in this Program. All needed documents to accomplish this are posted on the DNR website. The Grantee will be responsible for the administration, supervision, management, record keeping and program oversight required for the work performed under this grant contract. Further, the Grantee is responsible for maintaining an adequate conflict of interest policy. Throughout the term of this grant contract, the Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.
- POST on the Grantee's website, a copy of the two page performance report, in accordance with 2009 Laws of Minnesota, Chapter 37, Article 1, Section 4, Subdivision 1.

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 Consideration.

The State will pay for all services performed by the Grantee under this grant contract as follows:

(a) Compensation

(a) The Grantee will be reimbursed up to **\$8,295.00** in state fiscal year 2018, for expenses incurred between the effective date of the grant and June 30, 2018, and **\$8,295.00** in fiscal year 2019, for expenses incurred between July 1, 2018, and June 30, 2019, as determined by the grant funding formula.

(b) Total Obligation. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed **\$16,590.00**.

4.2 Payment

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: Upon completion of payments for State Fiscal year 2018, the grantee will submit a Request for Payment form, a Completion Report, an Auditor's Report of eligible expenses from the effective date of the contract through June 30, 2018, and a separate set of the same documents for the period July 1, 2018 through June 30, 2019, along with other pertinent and required information for each time period.

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2)
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2)
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Chuck Niska, Program Manager Senior, MN DNR Division of Enforcement, Box 47, 500 Lafayette Road, St. Paul, MN 55155-4047, (612) 756-4165, chuck.niska@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Steven Gust, Roseau County Sheriff's Office, 604 Fifth Avenue SW, Roseau, MN 56751, 218-463-4124, steve.gust@co.roseau.mn.us. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.



Purchase Order



**Natural Resources Department
ENF Central Office**

Dispatched

Phone Dispatch

Purchase Order R2901-3000122146	Date 09/07/2017	Revision	Page 1 of 1
Payment Terms Net 30	Freight Terms FOB PAllow	Ship Via Ground	Event ID
Buyer Garaad M Muse	Phone 651/259-5049	Currency USD	Agency Reference

Vendor:
0000197344
ROSEAU COUNTY
604 5TH AVE SW
#140
ROSEAU MN 56751
United States

S

Ship To:
DNR ENF ST PAUL
500 LAFAYETTE RD
ST PAUL MN 55155-4047
United States

Attention:
Not Specified

Bill To:
DNR ENF ST PAUL
500 LAFAYETTE RD
ST PAUL MN 55155-4047
United States

Line - Sch	Item/Description Mfg ltm ID	Tax Exempt?	Tax Exempt ID: Manufacturer Name	Quantity	UOM	PO Price	Replenishment Option: Standard Extended Amt	Due Date
1 - 1	FY18 ATV Grant -Chuck Niska			1.0000	EA	8295.00000	8295.00	06/30/2019

DIST: 1

Chartfields

Status	Percentage	PO Qty	Amount
Open	100.0000	1.0000	8295.000

GLUnit	Account	Fund	Dept	Budget Yr
MN001	441302	2102	R2937714	2018

Details/Tax

BaseAmt	BaseCurrency	Currency	Location	Consigned
8295.000	USD	USD	R297000221	N

Contract ID: 00000000000000000000131542

Contract Line: 1

Schedule Total	8295.00
Item Total	8295.00
Total PO Amount	8295.00

1. Show the purchase order number on invoice and all tags, packages and correspondence.
2. This purchase order incorporates by reference all terms, conditions and specifications of the Contract, the RFP/RFB and vendor's response. In case of a conflict in terms, the order of precedence shall be: First, this P.O., second the contract, third the RFP/RFB, and fourth the vendor's response.
3. All deliveries hereunder shall comply with all applicable State of Minnesota and Federal laws.
4. Invoicing must match line items on the purchased order.
5. DO NOT CHARGE SALES TAX unless otherwise instructed to do so on this purchase Order or the solicitation document. State agencies will pay all applicable taxes directly to the Department of Revenue. Per Department of Revenue Tax Fact Sheet 142, State agencies are not required to submit an ST3 form to their suppliers.
6. Payment terms are Net 30 unless a discount is offered for early payment.

**Issuer certifies that funds have been encumbered
and appropriate approvals have been obtained.**

Unauthorized



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 2017 Grant Agreement No.: A-EMPG-2017-ROSEAUUCO-071				
Grantee: Roseau County 606 5 th Avenue S.W. Roseau, MN 56751	Grant Agreement Term: Effective Date: 1/1/2017 Expiration Date: 12/31/2017				
Grantee’s Authorized Representative: Susan Grafstrom 606 5 th Avenue S.W. Rm 132 Roseau, MN 56751 Phone: (218) 463-3375 e-mail: sue.grafstrom@co.roseau.mn.us	Grant Agreement Amount: <table border="0"> <tr> <td>Original Agreement</td> <td style="text-align: right;">\$17,090.00</td> </tr> <tr> <td>Matching Requirement</td> <td style="text-align: right;">\$17,090.00</td> </tr> </table>	Original Agreement	\$17,090.00	Matching Requirement	\$17,090.00
Original Agreement	\$17,090.00				
Matching Requirement	\$17,090.00				
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 2017 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 2017 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-2017-ROSEAUCO-071 / PO#3000050545

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

2017 (EMPG) Emergency Management Performance Grant

EXHIBIT A

Organization: Roseau County

A-EMPG-2017-ROSEAUCO-071

Budget Summary (Report)

EMPG			
Budget Category	Award	Match	
Planning			
Wages and Benefits for EMD	\$17,090.00	\$17,090.00	
Total	\$17,090.00	\$17,090.00	
Total	\$17,090.00	\$17,090.00	
Allocation	\$17,090.00	\$17,090.00	
Balance	\$0.00	\$0.00	

**INSURANCE COMMITTEE
EMPLOYEE BENEFITS REPORT AND RECOMMENDATION
TO THE ROSEAU COUNTY BOARD FOR 2018
Presented: October 3, 2017 (COW Meeting)**

THE INSURANCE COMMITTEE RECOMMENDS OFFERING THE FOLLOWING BENEFIT PLANS TO EMPLOYEES FOR 2018:

HEALTH INSURANCE

Seven Service Cooperatives in Minnesota have formed a new Statewide Pool. The Service Coop will continue to contract with *Blue Cross Blue Shield* for Health Insurance. The 2018 range of premium increase for large groups is a minimum of 2%, and a maximum of 49%. The Coop calculated a **29.1%** increase in premium for Roseau County. *Note: The 2017 and 2016 Health Insurance increase for Roseau County medical plans was 0%. The 2015 increase was 7.5%--2014 was 29%.*

<u>Current medical plans:</u>		<u>2017</u>	<u>2018</u>	<u>Change</u>
\$2,250/\$4,500 Deductible VEBA: <i>(75%/25% cost share)</i>	Single	\$ 502.50	\$ 648.50	+146.00
	Family	\$1,181.50	\$1,525.00	+343.50
\$5,000/\$10,000 Deductible HSA/VEBA: <i>(85%/15% cost share)</i>	Single	\$ 420.50	\$ 543.00	+122.50
	Family	\$ 987.00	\$1,274.00	+287.00
\$6,350/\$12,700 Deductible HSA/VEBA: <i>(90%/10% cost share)</i>	Single	\$ 400.00	\$ 516.50	+116.50
	Family	\$ 938.50	\$1,211.50	+273.00

The Insurance Committee recommends adding a NEW Medical Plan option for 2018:

\$3,375/\$6,750 Deductible HSA/VEBA:	Single	\$ 621.00
	Family	\$1,457.00

The fixed percentage health insurance premium cost share currently in place for our existing medical plans as approved by the Board on October 8, 2013 are as follows:

\$2,250 Deductible VEBA Plan: The County will pay 75% of the premium, and participating employees will pay 25%.

\$5,000 Deductible HSA/VEBA Plan: The County will pay 85% of the premium, and participating employees will pay 15%.

\$6,350 Deductible HSA/VEBA Plan: The County will pay 90% of the premium, and participating employees will pay 10%.

\$3,375 Deductible HSA/VEBA Plan: The Insurance Committee requests that the Board approve a premium cost share of County 80%, and Employee 20%, for the new \$3,375/\$6,750 Deductible Plan.

The 2018 employer/employee premium cost share per month for our existing medical plans is as follows:

		<u>Employer</u>	<u>Employee</u>
➤ \$2,250 deductible VEBA plan:	Single	\$ 486.38	\$162.13
	Family	\$1,143.75	\$381.25
➤ \$5,000 deductible HSA/VEBA plan:	Single	\$ 461.55	\$ 81.45
	Family	\$1,082.90	\$191.10
➤ \$6,350 deductible HSA/VEBA plan:	Single	\$ 464.85	\$ 51.65
	Family	\$1,090.35	\$121.15

If approved, the 2018 employer/employee premium cost share per month for the new medical plan option would be as follows:

	<u>Employer</u>	<u>Employee</u>
➤ \$3,375 deductible HSA/VEBA plan: Single	\$ 496.80	\$124.20
Family	\$1,165.60	\$291.40

The employer contribution to the employee's VEBA or HSA account is: \$100.00 per month/single plan, and \$200.00 per month/family plan.

Roseau County currently carries **45** active employee single contracts (16 - \$2,250 deductible plan, 15 - \$5,000 deductible plan, 14 - \$6,350 deductible plan); **71** active employee family contracts (29 - \$2,250 deductible plan, 15 - \$5,000 deductible plan, and 27 - \$6,350 deductible plan). In addition, there are currently **11** Retiree single plan contracts.

Retiree and non-retiree COBRA participants pay their own premiums. Per current policy, retired COBRA participants on Roseau County's health insurance, receive the same VEBA or HSA contribution as active employees. Non-retiree COBRA participants do not receive a VEBA or HSA contribution.

SELECT ACCOUNT – (Flex, VEBA, and HSA Account Administration)

Select Account's administration fee, currently \$2.11, will **increase** to **\$2.95** per participant, per month (*premium saver, interest earning account*). The fee covers the administration of Medical Flexible spending accounts, Day Care Flexible spending accounts, VEBA accounts, and HSA accounts for active employees. Inactive employees/retirees pay their own administration fees. The annual increase in account fees is estimated to be **+\$1,100.00 for 2018**.

125 FLEX MEDICAL AND DEPENDENT CARE PLANS:

Flex Plan design:

- The IRS **maximum medical flex contribution is \$2,600**. (*IRS max for 2018 TBA.*)
- The plan year **maximum dependent care flex contribution is \$5,000**, (*Amount set by the IRS.*)
- **Medical Crossover** (27.27% of our members are enrolled in Crossover option.)
- **Debit cards** are auto-issued to all new employees, and are available to existing employees who opt out of crossover. (60% of our members are enrolled in the Debit Card option.)
- **Direct Deposit (ACH)**
- We **do not allow a "grace period"** to incur claims for reimbursement from the previous year's medical flex dollars. (*We cannot have a "grace period" with a rollover option.*)
- We currently offer a **"run out" period of three months** to submit expenses and recommend that the "run out" period be continued.
- **Rollover option** (*We amended our plan to offer rollover of up to \$500 for the years 2014, 2015, and 2016, and 2017.*)

LIFE INSURANCE (Sun Life): Basic and Optional coverage

A \$10,000 basic life insurance policy is provided at no cost to all eligible employees. A \$5,000 dependent life insurance is also provided for the spouse, and \$10,000 for dependent children. Employees may purchase supplemental life coverage of up to \$500,000/Employee, and up to \$250,000/Spouse.

Basic Life: Increase in 2018 from **\$1.45** to **\$1.71** per month, per eligible participant. (*Employer paid*)

Dependent Life: Unchanged, \$1.50 per month, per eligible participant. (*Employer paid*)

Optional Life: Optional life rates for 2018 will increase. (*Employee paid*)

NCPERS Group Decreasing Term Life (PERA Life): The premium remains fixed at \$16.00 per month.

This plan is voluntary and 100% employee paid.

LONG TERM DISABILITY INSURANCE

Hartford Long Term Disability rates will remain unchanged for 2018. Long Term Disability is voluntary and 100% employee paid.

DENTAL INSURANCE

Dearborn National Dental insurance rates will increase 4% for 2018. Dental Insurance is voluntary and 100% employee paid.

SHORT TERM DISABILITY INSURANCE

Dearborn National Short-Term Disability insurance rates will remain unchanged for 2018. Short Term Disability is voluntary and 100% employee paid.

VISION INSURANCE

Ameritas Vision Plan rates will remain unchanged for 2018. The plan includes a Low Option that can use used at any vision clinic, but the employee must submit claims on their own; and a High Option where the greatest benefit applies if you go to an in-network VSP provider. Vision insurance is voluntary and 100% employee paid.

AFLAC

Aflac coverage is voluntary and 100% employee paid. Current Aflac plans offered are: Accident, Cancer, Critical Care & Recovery, Personal Sickness, and Hospital Indemnity.

DEFERRED COMPENSATION

Roseau County offers three deferred compensation plans whereby employees may elect to set aside pre-tax dollars for retirement. Deferred Comp plans are available to employees through ***Nationwide Retirement Solutions, American Funds (with the Investment Centers of America, Inc.), and Mass Mutual (with Edward Jones)***. Deferred Compensation is 100% employee paid.

Note: The County will not endorse (sign) any Deferred Comp plan requests for a Hardship Withdrawal. Hardship Withdrawal requests must go through the applicable company headquarters for approval. We actually adopted a revised Mass Mutual Plan document this year. There is no Hardship provision in the plan. We also added the Roth 457b option to the Mass Mutual plan.

WELLNESS NEWSLETTER

The Northwest Service Cooperative has subscribed to ***“Personal Best”***, an electronic (interactive) newsletter, and will be providing it to all Service Cooperative groups to forward to our employees as part of our Wellness Program at no cost to the County.

We will not be sponsoring a Health Fair for County employees this year.

Post-Retirement VEBA: The Insurance Committee decided that we should conduct another vote on whether or not upon leaving employment, vacation and/or sick leave severance pay be rolled into a VEBA Post Retirement Account instead of cash payment. A vote will take place in late October. ***If a group votes yes, the rollover of funds applies to everyone in that particular bargaining group upon retirement or termination of employment.*** (There is a 5 years of service requirement.)

Select Account employee meetings: On October 13, a representative from Select Account will hold employee meetings to provide information and answer questions about VEBA, HSA, and Medical Flexible Spending Accounts.

BENEFIT PLANS OPEN ENROLLMENT

Our annual open enrollment period for 2018 benefit elections will be from October 30 – November 17, 2017.

**Roseau County Board
September/October 2017 Meetings**

**Glenda A. Phillippe
District One**

**September 26: Roseau County Board – Roseau
September 27: Warroad Community Ed – Warroad
October 3: Operations – Roseau
October 3: COW – Roseau
October 10: Roseau County Board – Roseau
October 10: City of Warroad – Warroad
October 10: Warroad School Strategic Plan – Warroad**

JACK SWANSON COMMITTEE REPORTS

SEPT 26, 2017 - INSURANCE COMMITTEE; recommended adding 4th health insurance plan with \$ 3375 deductible, 80/20 cost share

SEPT 27, 2017 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY

SEPT 28, 2017 - COMMUNITY HEALTH CONFERENCE (BREEZY POINT); Jan Carr-Herseth and Jack Swanson presented on Lifecare/Roseau County collaborations

OCT 2, 2017 - ROSEAU CITY COUNCIL

OCT 3, 2017 - OPERATIONS COMMITTEE

OCT 3, 2017 - COMMITTEE OF THE WHOLE

OCT 4, 2017 - COMMUNITY JUSTICE COORDINATING COMMITTEE; jail transition team

OCT 5, 2017 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (NORTHOME)

OCT 5, 2017 - ASSOCIATION OF MINNESOTA COUNTIES EXECUTIVE COMMITTEE (TELECONFERENCE)