

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on June 27, 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*

9:15 Continuation of the June 20, 2017 County Board of Appeal and Equalization

9:30 Consent Agenda

1. June 13, 2017 Board Proceedings
2. Donation to Sheriff's Department
3. ProWest Maintenance Agreement
4. Social Services Hire
5. Social Service Board Re-Appointment
6. Roseau/Lake of the Woods Sportsmans Club - Request for Reimbursement(s)

9:35 Department Reports

1. Sheriff
 - a. Payroll Change Notice(s)
 - b. Squad Cars - Auction

9:45 Committee Reports

9:45 County Board Items

1. Commissioner Committee Reports

10:30 Unfinished Business

10:30 Adjourn

***Limited to five minutes**



Roseau County Request for Board Action

Agenda Item #: Consent 1 <small>(for office use only)</small>	
Requested Board Date:	June 27, 2017
Originating Department: Coordinator's Office	
Subject Title (as it will appear on the Agenda): June 13, 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 June 13, 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

June 13, 2017

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, June 13, 2017 at 9:00 a.m.

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Board Vice-Chair Glenda Phillipe. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Glenda Phillipe, Jack Swanson and Russell Walker. Commissioner Foldesi was absent. Others present were Ann Marie Miller, Martha Monsrud, Jeff Pelowski, Steve Gust, Dave Anderson, Liz Lund, Sue Grafstrom, John Gaukerud and Bruce Monsrud.

APPROVAL OF AGENDA

The Jail Clinical Services Contract was removed from the Agenda; a Minnesota Lawful Gambling Permit was added to the Consent Agenda; and, a Payroll Change Request was added to Department Reports. A motion to approve the amended Agenda was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson suggested that the Board be represented at the upcoming National Association of Counties Conference. Assessor Lund reminded the Board of the Board of Appeal and Equalization meeting scheduled for June 20th and noted the necessity of a quorum at this meeting. Commissioner Falk mentioned the positive feedback he has received after the conclusion of his trial.

APPROVE BILLS

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

Warrants Approved For Payment 5/25/2017

<u>Vendor Name</u>	<u>Amount</u>
ANDREW J STOSKOPF TRUCKING INC	10,543.13
KUETTEL A.W.& SONS INC	3,240.00
MN DEPT OF EMPLOYMENT	7,505.00
ROSEAU ROOFING & REMODELING	7,736.00
ROSEAU/LOW SPORTSMAN CLUB	2,438.46
9 Payments less than 2,000.00	7,121.50
Final Total:	38,584.09

Warrants Approved For Payment 5/31/2017

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,875.44
Final Total:	3,875.44

Warrants Approved For Payment 6/01/2017

<u>Vendor Name</u>	<u>Amount</u>
COULOMBE CONSULTING	3,185.00

JOHNSON/LAURE A	3,526.88
5 Payments less than 2,000.00	3,641.14
Final Total:	10,353.02

Warrants Approved For Payment 6/08/2017

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	2,905.97
DEARBORN NATIONAL LIFE INSURANCE	3,150.75
MN DEPT OF FINANCE -TREAS	2,093.00
MN DEPT OF FINANCE -TREAS	2,856.00
NW MN SERV COOP-BLUE CROSS BLUE	93,440.50
RIVERFRONT STATION	3,286.56
ROSEAU CITY	10,590.89
SUN LIFE ASSURANCE COMPANY OF CANADA	2,145.93
14 Payments less than 2,000.00	6,162.82
Final Total:	126,632.42

Warrants Approved On 6/13/2017 For Payment 6/16/2017

<u>Vendor Name</u>	<u>Amount</u>
ANDY'S RESTO SHOP-DBA	2,700.00
CDW GOVERNMENT INC	10,239.56
COMPASS MINERALS AMERICA	11,626.14
CONDUENT ENTERPRISE SOLUTIONS, LLC	5,530.02
D-A LUBRICANT CO. INC.	4,862.00
DEPT OF NATURAL RESOURCES	3,013.20
FARMERS UNION OIL CO-WARROAD	6,393.77
HOUSTON ENGINEERING	4,538.00
JOHNSON OIL CO INC	4,852.10
M & R SIGN CO INC	8,047.73
MAR-KIT LANDFILL	42,542.00
NORTHERN RESOURCES COOPERATIVE	9,254.31
NORTHLAND COMMUNITY & TECHNICAL	2,035.00
NORTHLAND TIRE	6,272.27
ROSEAU CO COOP ASSN	11,845.21
SAFETY COMPLIANCE SERVICES LLC	2,000.00
SJOBERG'S INC	2,668.25
SUMMIT FOOD SERVICE-DBA	6,174.18
UNIVERSITY OF NORTH DAKOTA	3,035.73
ZIEGLER INC	6,178.28
98 Payments less than 2,000.00	38,343.39
Final Total:	192,151.14

In addition, the Board approved forthwith payments to: The Kustom Paint Shop, in the amount of \$5,248.56 for squad car repair work; and, to Casey Pearson, in the amount of \$650.00 for beaver removal on CD 16.

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

John Gaukerud, representing the Soil and Water Conservation District (SWCD) Board of Directors, met with the Board to discuss Roseau County's role in enforcing the Buffer Strip Program. Mr. Gaukerud noted that at their meeting, prior to today's County Board meeting, the SWCD agreed to take responsibility for enforcement of the Buffer Strip Program in the County. A

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

2017-06-01

Affirming Roseau County's jurisdiction to carry out the compliance provisions of Minnesota Statutes 103B.101, subdivision 12a and 103F.48

WHEREAS, during the 2015 First Special Session, the 89th Legislature adopted Chapter 4, creating the water quality buffer initiative; and

WHEREAS, Chapter 4 authorizes a County to assume jurisdiction over the compliance provisions of the water quality buffer initiative; and

WHEREAS, improved water quality is a statewide goal, but is best administered by local policymakers, whose familiarity with their home communities will ensure a cooperative and efficient implementation of the initiative; now, therefore,

BE IT RESOLVED, Roseau County affirms its jurisdiction to carry out the compliance provisions of Minnesota Statutes 103B.101, subdivision 12a and 103F.48; and

BE IT RESOLVED, County staff will draft a rule, ordinance, or official controls, to be approved by the Roseau County Board of Commissioners, to carry out the compliance provisions of Minnesota Statutes 103B.101, subdivision 12a and 103F.48.

BE IT FURTHER RESOLVED, Roseau County has designated its Soil and Water Conservation District as the official point of contact for implementation of the Buffer Strip Program.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Swanson and carried unanimously. The Board, by adoption of its Consent Agenda, approved the May 23, 2017 Regular Board Meeting Proceedings; approved a temporary on-sale liquor license for the Roseau American Legion Post 24; authorized a one-time allocation of \$5,000.00 to the Roseau Backpack Program; approved a two year contract, effective July 1, 2017 – June 30, 2019, with the State of Minnesota Sentencing to Service program in the amount of \$131,595.76; approved the hire of Kassandra Ziska as a regular full-time Social Worker, effective June 20, 2017 (Grade 7, Step A); approved advertising for the hire of a regular full-time Heavy Equipment Operator; renewed the Harley Olson Clay Contract, effective May 18, 2017 through December 31, 2019, at a rate of \$2.00 per cubic yard; and, approved a Minnesota Lawful Gambling Permit for the Northland Range and Gun Club.

DEPARTMENT REPORTS

Information Technology

IT Administrator Chris Stauffer met with the Board to discuss County IT services currently being provided to the cities of Warroad and Roseau. Mr. Stauffer noted the increased work load each City has required, and added that he believed it would be in the best interest of each City to obtain more reliable IT support. A motion to discontinue IT services to the Cities of Roseau and

Warroad, effective October 1, 2017, was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

Assessor

Assessor Liz Lund met with the Board to request approval of a Payroll Change Request for Appraiser Trainee William Hulst. Ms. Lund noted that Mr. Hulst has met all the requirements to be a Certified Minnesota Assessor which makes him qualified for a promotion to the position of Deputy Assessor, (per the previously approved office organizational chart). A motion to approve a payroll change (5C to 6B) for William Hulst was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Red River Basin Commission, 5/24/17; Northwest Community Action Hiring Committee, 5/31/17 and 6/5/17; Roseau River Watershed District Landowners meeting, 6/6/17; Roseau River Watershed District, 6/7/17; Red River International Watershed District, 6/8/17; Northwest Regional Development Commission, 6/12/17.

Commissioner Phillipe reported on the following committee(s): One Watershed, One Plan meeting, 5/23/17; Rural Business Enterprise Grant meeting, 6/1/17; Operations/Committee of the Whole meetings, 6/6/17; Lake Township/Casino meeting, 6/9/17; City of Warroad, 6/12/17.

Commissioner Swanson reported on the following committee(s): Roseau County Drug Court Open House, 5/23/17; Statue Bureau of Mediation Services, 5/26/17; Roseau Economic Development Authority, 5/31/17; Northern Counties Land Use Coordinating Board, 6/1/17; Big Four, 6/2/17; Roseau City Council, 6/5/17; Operations/Committee of the Whole meetings, 6/6/17; Roseau Community Education Council, 6/7/17; Community Justice Coordinating Committee, 6/7/17; Statewide Emergency Communications Board Finance Committee, 6/8/17; Team EPIC, 6/8/17.

Commissioner Walker reported on the following committee(s): Roseau County Drug Court Open House, 5/23/17; Ditch Law Training – Rinke Noonan, 5/31/17; Minnesota Rural Counties, 6/2/17; Operations/Committee of the Whole meetings, 6/6/17; Soil and Water Conservation District, 6/13/17.

Upon motion carried, the Board adjourned the regular meeting at 10:30 a.m. The next regular meeting of the Board is scheduled for June 27, 2017 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Glenda Phillipe, Vice-Chair
Board of County Commissioners
Roseau County, Minnesota



Invoice Number 001531
 Invoice Date June 14, 2017
 PO Number
 Contract
 Project ROS04-0002
 Manager Kendis Scharenbroich
 Billing Period 07/01/2017 To 06/30/2018
 Page 1 of 1

Bill to:

Martie Monsrud
 Roseau County, Auditor
 606 5th Ave SW, Room 160
 Roseau, MN 56761

Project: Maintenance Services

	<u>Current Amount</u>
LINK and LINK WAB Maintenance 07/01/17 - 06/30/18	3,185.00
INVOICE TOTAL	<u><u>3,185.00</u></u>

Remit To: Pro-West & Associates, Inc. PO Box 812 Walker, MN 56484-0812

ACH Banking Instructions: Remit to First National Bank of Walker Routing Number: 091209755 Account Number: 037309
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Thank you. We appreciate your business!

PRO-WEST & ASSOCIATES, INC.



**LINK_{NXG} SOFTWARE MAINTENANCE AND TECHNICAL
SUPPORT AGREEMENT**

Pro-West & Associates, Inc. ('PWA') will provide the Support & Maintenance Services listed below for the LINK_{NXG} Software, including LINK WAB edition and widgets.

1. SUPPORT

PWA will establish and maintain an organization and process to provide support to the Customer. Support shall include (i) diagnosis of problems or performance deficiencies of the LINK_{NXG} Software and (ii) a resolution of the problem or performance deficiencies of the LINK_{NXG} Software. PWA will provide telephone LINK_{NXG} Software support on a business day basis. Business day is defined as 7:00 AM through 4:30 PM central standard time, excluding holidays and weekends.

PWA will use its best efforts to cure, as described below, reported and reproducible errors in the LINK_{NXG} Software. PWA utilizes the following four (4) severity levels to categorize reported problems:

SEVERITY 1 CRITICAL BUSINESS IMPACT

The impact of the reported deficiency is such that the customer is unable to either use the LINK_{NXG} Software or reasonably continue work using the LINK_{NXG} Software. PWA will commence work on resolving the deficiency within one (1) hour of notification and will engage staff during business hours until an acceptable resolution is achieved.

SEVERITY 2 SIGNIFICANT BUSINESS IMPACT

Important features of the LINK_{NXG} Software are not working properly and there are no acceptable, alternative solutions. While other areas of the LINK_{NXG} Software are not impacted, the reported deficiency has created a significant, negative impact on the Customer's productivity or service level. PWA will commence work on resolving the deficiency within two (2) hours of notification and will engage staff during business hours until an acceptable resolution is achieved.

SEVERITY 3 SOME BUSINESS IMPACT

Important features of the LINK_{NXG} Software are unavailable, but an alternative solution is available or non-essential features of the LINK_{NXG} Software are unavailable with no alternative solution. The customer impact, regardless of product usage, is minimal loss of operational functionality or implementation resources. PWA will commence work on resolving the deficiency within one (1) business day of notification and will engage staff during business hours until an acceptable resolution is achieved.

SEVERITY 4 MINIMAL BUSINESS IMPACT

Customer submits a LINK_{NXG} Software information request, LINK_{NXG} Software enhancement or documentation clarification which has no operational impact. The implementation or use of the LINK_{NXG} Software by the Customer is continuing and there is no negative impact on productivity. PWA will provide an initial response regarding the request within one (1) business week.

This agreement is not intended as a consulting agreement for customer services. If it is determined through researching any of the above issues that the problem was not related to the LINK_{NXG} Software, the customer will be responsible for PWA time associated with troubleshooting the issue at PWA's current hourly rates.

The severity level of a reported problem will be made exclusively by PWA.

2. MAINTENANCE

During the term of this agreement, PWA will provide the Customer with copyrighted patches, updates, releases and new versions of the LINK_{NXG} Software, which includes LINK Mobile (LINK Web AppBuilder). All patches, updates, releases and new versions shall be subject to the license agreement related to the LINK_{NXG} Software, which was included in the original contract.

PWA shall only provide maintenance for the last LINK_{NXG} software version currently marketed, that includes the last set of updates. Clients not on maintenance who wish to have LINK modifications completed, will be required to pay all maintenance fees and any additional upgrade costs from the date of discontinuation.

The following maintenance is included with this agreement:

LINK_{NXG} Software Maintenance Releases - no charge
Maintenance (hot fix) releases available for download (bug fixes only)

LINK_{NXG} Software Annual Maintenance Subscription
(one year from date of purchase, renewable)

Maintenance Inclusions:

- a) Upgrade application code to meet requirements of Esri ArcGIS Server software upgrades, assuming ArcGIS Server upgrades do not require a rewrite of the LINK_{NXG} Software due to Esri code changes.

- b) Upgrade application code to meet requirements of new Javascript API releases and browser upgrades (Internet Explorer, Firefox, and Chrome).
- c) User manual updates. PWA will provide a standard user help manual for core LINK_{NXG} functionality. Additional manual customizations would fall outside this agreement.
- d) Enhancements to application.
 - a. Enhancements to the application will be applied on a semi-annual basis.
 - b. Enhancements provided are for the core application and not applied to custom modules
- e) LINK ADMIN Tool support. PWA will provide support via phone or email for clients that are using the ADMIN tools to configure LINK. Should the client require PWA to complete any LINK configurations via the Admin Tools, additional charges would apply.
- f) Request enhancements function for LINK_{NXG} Software.
- g) Access to LINK Bulletin Board site with LINK tips and announcements, and/or access to LINK webinars.
- h) Annual workshop
- i) One Esri software upgrade per year. Your PWA account manager will coordinate a time each year that works for you.
 - a. Client will be responsible for downloading all necessary software and license files or the client will provide PWA access to Esri software locations
 - b. The upgrade includes only Esri software that is running on the current server infrastructure at the time of the upgrade.
 - c. The software that will be upgraded may include ArcGIS Server, Portal for ArcGIS, Geodatabase (Workgroup or Enterprise), Desktop, and/or License Manager. Software upgrades will be determined by the type of software on the current server environment.
 - d. The upgrade does not include upgrades to SQL Server.
 - e. Desktop toolbars created by PWA or other third party vendors are not included.
 - f. The upgrade does not include moving or installing Esri software from one server to another if a new server environment is implemented.

- j) Annual tax year change *(if applicable)*
 - a. The client will notify the PWA account manager regarding the timing of this update

- k) Parcel fabric publishing script upgrade *(if applicable)*
 - a. This will be completed when there is a change in the current version of Esri software

Maintenance Exclusions:

The customer may enter into a separate agreement to cover costs associated with these exclusions.

- a) Re-installing and/or reconfiguring Esri software on an existing server or new servers.
- b) Re-installation of software due to client upgrade of hardware, incorrect installation completed by someone other than PWA or relocation of application.
- c) Upgrading LINK_{MXG} to a newer Esri version of ArcGIS Server if Esri has significantly changed the platform in such a way that requires a re-write of the Software.
- d) Providing or paying for services provided to the client by a third party, unless agreed to in advance by Pro-West & Associates, Inc.
- e) Calls for service related to hardware issues.
- f) Calls for service related to network configuration issues.
- g) Issues arising as the result of client modification of the application code, or databases and data that support the application.
- h) Issues arising due to misuse or abuse of application by client or third party vendors not under the control of Pro-West & Associates, Inc.
- i) Natural disasters and issues including, but not limited to; flooding, severe weather, lightning strikes, tornadoes, freezing or overheating of equipment due to power outage.
- j) Issues related to software or services provided by vendors other than Pro-West & Associates, Inc.
 - a. Interfacing with any system, equipment, or network provided by vendors other than Pro-West & Associates, Inc.
 - b. Other software installation of non-validated software.
- k) Issues arising from automated Windows operating system updates.
- l) Fleeting bugs, i.e. bugs that cannot be reproduced by PWA.

- m) An error of the Software has occurred as a result of the customer's negligent conduct (data, network, hardware error) or use of the Software does not comply with the specifications of the documentation provided with the Software.
- n) An error in Product is caused by incompatible or malfunctioning hardware.
- o) End user technical support.
- p) User manual customizations. LINK_{NXG} custom functionality will be outlined in the scope of work provided with the original contract.

PWA may refuse to provide Maintenance and Support services for the following reasons:

- a) Payment for products or services is overdue. PWA, at their sole discretion, may suspend the rights of the Licensee to receive the services until full payment is made.
- b) It is determined that the customer does not have an original or valid Software License.
- c) The intellectual property rights concerning the Product have been infringed.

3. MAINTENANCE FEE AND OTHER PAYMENTS

- a) In the event that the customer has allowed maintenance for the Software to lapse or if the customer did not elect maintenance at the time of Software purchase, the customer must pay a maintenance reconstitution fee. This fee shall be the current annual maintenance fee per the number of years since maintenance was last in effect for the Product (or the Software purchase date in the event that maintenance was never purchased for the Software). Additional upgrade costs may apply if Esri software or hardware upgrades are required for a LINK upgrade. Should there be a significant change in Esri technology that warrants a Software re-write during the time that a customer was not on maintenance, PWA and the customer would determine a new scope of work and contract to upgrade to the newest software platform.
- b) The customer shall pay the maintenance fee in one installment within thirty (30) days from the renewal date, or as otherwise agreed.
- c) PWA shall inform the Licensee of any changes of the established maintenance fees in writing 60 days in advance of the expiration date.
- d) At the request of the customer, PWA may invoice for any other services that are not included in this agreement. In such cases the costs of the services must be agreed separately on case by case basis.

4. WARRANTY

PWA will undertake all reasonable efforts to provide technical assistance under this agreement and to rectify or provide solutions to problems where the LINK_{NXG} Software does not function as described in the LINK_{NXG} Service Quote received, but PWA does not guarantee that the problems will be solved or that any item will be error-free. This agreement is only applicable to PWA LINK_{NXG} Software running under the certified environments specified in the system requirements for this product. PWA may, however, discontinue LINK_{NXG} Software products or versions and stop supporting LINK_{NXG} Software products or versions one year after discontinuance, or otherwise discontinue any support service. THE FOLLOWING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, CONDITIONS OR PROMISES TO CUSTOMER OR ANY THIRD PARTY, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR ARISING BY STATUE, LAW, COURSE OF DEALING, CUSTOM AND PRACTICE OR TRADE USAGE. EXCEPT AS PROVIDED ABOVE, THE SERVICES AND MAINTENANCE ARE PROVIDED 'AS IS'. PWA is not liable for incidental, special or consequential damages for any reason (including loss of data or other business or property damage), even if foreseeable or if Customer has advised of such a claim. PWA's liability shall not exceed the fees that Customer has paid under this agreement. Customer agrees that the pricing for the services would be substantially higher but for these limitations.

5. TERM

This agreement shall start on the Effective Date stated below. This agreement shall run for a period of one (1) year from the Effective Date and shall be renewed on an annual basis unless either party provides written notice of termination within sixty (60) days prior to the anniversary date of the Effective Date. Payment for each renewal term shall be due thirty (30) days from the Effective date at the current rates for support of the LINK_{NXG} Software. This agreement may be terminated for non-payment or material breach. Fees paid or due are non-refundable unless PWA has materially breached this agreement and has failed to cure the breach after 30 days written notice.

6. GENERAL

Each party acknowledges that it has read this Agreement, they understand the Agreement, and agree to be bound by its terms. Further, both parties agree that this is the complete and exclusive statement of the Agreement between the parties, which supersedes and merges all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this Agreement. This Agreement may not be modified or altered except by written instrument duly executed by both parties.

Times by which PWA will perform under this agreement shall be postponed automatically to the extent that we are prevented from meeting them by causes beyond reasonable control.

No action, regardless of form, arising out of this Agreement may be brought by Customer more than four (4) months after the cause of action has arisen.

If any provision of this Agreement is invalid under any applicable statute or rule of law, it is to that extent, deemed to be omitted.

By signing below, you are indicating you are authorized to obligate funds for your organization:

CUSTOMER: Roseau County

Name: _____

Address: _____

Signature: _____

Title: _____

Date: _____

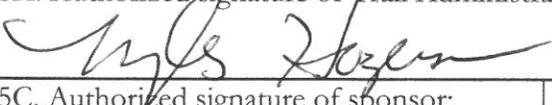
The Effective Date of this agreement is:

July 1, 2017 - June 30, 2018

Total Annual Maintenance Fee \$3,185

**Payment due within thirty (30) days of the Effective Date*

 OHV Trails Assistance Program Request for Reimbursement (FORM 5)		7 B DEPARTMENT USE ONLY FY _____ Purchase Order Number # _____	
1. Off-highway Vehicle Trail information			
1A. Trail or trail system name:		1B. Date:	
Ros/Low North Star Trail Alliance		6/22/2017	
1C. Club name: Ros/Low Sportsman Club		1D. Sponsor name: Roseau County	
Reimbursement period start date (for this request): 2017		Reimbursement period end date (for this request):	
2. Description of work accomplished: Reopened Trails after Wind Storm & Signed Two Routes			
Development accomplishments)			
Number of miles constructed to date			
Number of bridges			
Number of parking areas			
Maintenance accomplishments)			
Number of miles maintained (this reimbursement only) 88.9			
Trail width 9			
Number of miles traveled by grooming equipment (shared winter trails only)			
3. Project Cost Breakdown and Explanation			
3A. Administration			
Explanation: Grant Writing		45,00	
3B. Acquisition / relocation			
Explanation:			
3C. Construction			
Description:			
3D. Facilities			
Description:			
3E. Trail system map printing			
Explanation:			
Total cost (Sum 3A - 3E): 45,00		Total reimbursable amount of cost (Up to 65% of Total cost sum 3A - 3E): 29,25	
3F. Maintenance			
Explanation: Cleaning up after storm & signing trail		5042,22	
3G. Grooming (only used for winter OHV trail maintenance to re-shape snow) Explanation:			
3H. Liability insurance (maximum state allowed \$1,500 per year) Explanation:			
Total cost (Sum 3F - 3H): 4537,80 5042,22		Total reimbursable amount of cost (Up to 90% of Total cost sum 3F - 3H): 4537,80	

4. Grant			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H) 5087.72		4B. Total Grant Request Total grant request (Up to 65% of Total cost sum 3A – 3E) + Total Grant request (Up to 90% of Total cost sum 3F – 3H) State's Cost 5087.72 4567.05	
4C. Balance remaining from previous grants: FY _____ FY _____		4D. Grant balance after this request for reimbursement	
5. Sponsor approval. I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.			
5A. Authorized signature of Trail Administrator: 		5B. Date of signature: 6/22/2017	
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
6. Required Attachments. Check if applicable.			
6A. Yes <input type="checkbox"/> No <input type="checkbox"/> Any Bids Required?			
6B. Yes <input type="checkbox"/> No <input type="checkbox"/> Original Signatures on all copies?			
6C. Yes <input type="checkbox"/> No <input type="checkbox"/> Signed Work Logs?			
6D. Yes <input type="checkbox"/> No <input type="checkbox"/> Invoices Included for Purchases and Services Over \$100.00?			
7. DEPARTMENT USE ONLY This invoice approved for payment by:			
Parks and Trails Area Supervisor (print name)		Date of signature:	
Payment Status	Date	FY	Amount
<input type="checkbox"/> Final	Vendor Number:		CFMS Number:
<input type="checkbox"/> Partial			Parks and Trails Area Supervisor signature
	Invoice Number		
Notes:			

Operator's Work Log Sheet Hours and Rate (FORM 6)

Trail Name					Sponsor					Year					
North Star Alliance					Roseau County					2017					
Date Month /Day (1)	Operator Name (2)	Labor			Mode of Transportation (6)	Transportation			Other Equipment Used (Include Make & Model) (10)	Other Equipment			TOTAL COST (14)	Work & Location (15)	Expenditure Type Code (16)
		Hours (3)	Rate (4)	Cost (5)		Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)	Cost (13)			
6/17	Kevin Bjornaby	9	20	180	Range	39	.58	22.62	Chain Saw	9	3.50	31.50			
6/17	Kyle Bjornaby	9	20	180											
6/17	Brad Boe	9	20	180	Range	26	.58	15.08							
6/17	Randy Wallstrom	9	20	180	Range	54	.58	31.32							
6/17	Darwin Johnson	9	20	180											
6/17	Phil Cole	9	20	180	Range	54	.58	31.32							
6/17	Scott Bovass	9	20	180					Chain Saw	9	3.50	31.50			
		\$ 1260.00 Cost (17)			\$ 100.34 Cost (18)			\$ 63.00 Cost (19)			\$ 1423.34 Total Cost (20)				
NOTES: North Star Trail storm cleanup & signed two routes					Signature (21) <i>Tyler Hagen</i> Date (22) 6/22/2017 I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.										
A. ADMINISTRATION B. ACQUISITION / RELOCATION C. CONSTRUCTION					EXPENDITURE TYPE CODE: D. FACILITIES E. TRAIL SYSTEM MAP PRINTING F. MAINTENANCE					G. GROOMING (only used for winter OHV trail maintenance by dragging a trail to re-shape snow) H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year)					

Operator's Work Log Sheet Hours and Rate (FORM 6)

Trail Name		Sponsor										Year					
NORTH Star Alliance		Roseau County										2017					
Date Month /Day (1)	Operator Name (2)	Labor			Mode of Transportation (6)	Transportation			Other Equipment Used (Include Make & Model) (10)	Other Equipment			TOTAL COST (14)	Work & Location (15)	Expenditure Type Code (16)		
		Hours (3)	Rate (4)	Cost (5)		Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)	Cost (13)					
6/17	Chavis Reed	8	20	160	Range 36	36	.58	20.88									
6/17	Vince Reed	8	20	160													
6/17	Tom Milford	8	20	160	Range 36	36	.58	20.88	Chain Saw	9	3.50	31.50					
6/17	Jodi Milford	8	20	160													
6/17	Rob Pierce	8	20	160													
6/17	Mike Kimble	8	20	160	Roberts 36	36	.58	20.88									
6/19	Samia Kimble	8	20	14													
		\$ 1120.00 Cost (17)			\$ 62.64 Cost (18)			\$ 31.50 Cost (19)			\$ 1214.14 Total Cost (20)						
NOTES: North Star Trail Storm Cleanup Signed Two Routes										Signature (21) <i>Mike Hager</i>		Date (22) 6/22/2017		I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.			
EXPENDITURE TYPE CODE:																	
A. ADMINISTRATION				D. FACILITIES				G. GROOMING (only used for winter OHV trail maintenance by dragging a trail to re-shape snow)				H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year)					
B. ACQUISITION / RELOCATION				E. TRAIL SYSTEM MAP PRINTING													
C. CONSTRUCTION				F. MAINTENANCE													

Operator's Work Log Sheet Hours and Rate (FORM 6)

Trail Name <i>North Star Alliance</i>					Sponsor <i>Roseau County</i>					Year <i>2017</i>					
Date Month /Day (1)	Operator Name (2)	Labor			Mode of Transportation (6)	Transportation			Other Equipment Used (Include Make & Model) (10)	Other Equipment			TOTAL COST (14)	Work & Location (15)	Expenditure Type Code (16)
		Hours (3)	Rate (4)	Cost (5)		Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)	Cost (13)			
6/17	<i>Brittany Larson</i>	9	20. ²	180	1										
6/17	<i>Jan Larson</i>	9	"	180	<i>Ranger</i>	43	.58	24.94							
6/17	<i>Ordvisaw Larson</i>	9	"	180											
6/17	<i>Missy Larson</i>	9	"	180											
6/17	<i>Brian Larson</i>	9	"	180	<i>Ranger</i>	43	.58	24.94	<i>Chain Saw</i>	9	3.50	31.50			
		\$ 900.00 Cost (17)			\$ 49.88 Cost (18)			\$ 31.50 Cost (19)			\$ 981.38 Total Cost (20)				
NOTES: <i>No Rth Star Trail Storm Clean up</i>					Signature (21) <i>Myles Hagen</i>					Date (22) <i>6/22/2017</i>					
<i>& Signed Two Routes</i>					I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.										
A. ADMINISTRATION B. ACQUISITION / RELOCATION C. CONSTRUCTION					D. FACILITIES E. TRAIL SYSTEM MAP PRINTING F. MAINTENANCE					G. GROOMING (only used for winter OHV trail maintenance by dragging a trail to re-shape snow) H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year)					

 OHV Trails Assistance Program Request for Reimbursement (FORM 5)		7 B DEPARTMENT USE ONLY FY _____ Purchase Order Number # _____	
1. Off-highway Vehicle Trail information			
1A. Trail or trail/system name: <i>Ros/low</i>		1B. Date: <i>6/19/2017</i>	
1C. Club name: <i>Roseau/low Sportsman Club</i>		1D. Sponsor name: <i>Roseau County</i>	
Reimbursement period start date (for this request): <i>2017</i>		Reimbursement period end date (for this request):	
2. Description of work accomplished: <i>Applying fabric & Rock to Trails Maint in Wet Areas</i>			
Development accomplishments) Number of miles constructed to date Number of bridges Number of parking areas			
Maintenance accomplishments) Number of miles maintained (this reimbursement only) <i>2</i> Trail width <i>8</i> Number of miles traveled by grooming equipment (shared winter trails only)			
3. Project Cost Breakdown and Explanation			
3A. Administration Explanation: <i>Grant Writing & CPA</i>		<i>\$ 290.⁰⁰</i>	
3B. Acquisition / relocation Explanation:			
3C. Construction Description:			
3D. Facilities Description:			
3E. Trail system map printing Explanation:			
Total cost (Sum 3A - 3E): <i>290.⁰⁰</i>		Total reimbursable amount of cost (Up to 65% of Total cost sum 3A - 3E): <i>188.50</i>	
3F. Maintenance Explanation: <i>Applying fabric & rocks</i>		<i>\$ 3542.⁰⁰</i>	
3G. Grooming (only used for winter OHV trail maintenance to re-shape snow) Explanation:			
3H. Liability insurance (maximum state allowed \$1,500 per year) Explanation:		<i>\$ 1500.⁰⁰</i>	
Total cost (Sum 3F - 3H): <i>5042.⁰⁰</i>		Total reimbursable amount of cost (Up to 90% of Total cost sum 3F - 3H): <i>5042.⁰⁰</i>	
		<i>4537.80</i>	

4. Grant			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H) <div style="font-size: 2em; font-family: cursive;">\$5332.00</div>	4B. Total Grant Request Total grant request (Up to 65% of Total cost sum 3A – 3E) + Total Grant request (Up to 90% of Total cost sum 3F – 3H) State's Cost <div style="font-size: 2em; font-family: cursive;">4726.30</div>		
4C. Balance remaining from previous grants: FY _____ FY _____		4D. Grant balance after this request for reimbursement	
5. Sponsor approval. I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.			
5A. Authorized signature of Trail Administrator: <div style="font-size: 1.5em; font-family: cursive;">Myles Hogan</div>		5B. Date of signature: <div style="font-size: 1.5em; font-family: cursive;">6/19/2017</div>	
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
6. Required Attachments. Check if applicable.			
6A. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Any Bids Required?			
6B. Yes <input type="checkbox"/> No <input type="checkbox"/> Original Signatures on all copies?			
6C. Yes <input type="checkbox"/> No <input type="checkbox"/> Signed Work Logs?			
6D. Yes <input type="checkbox"/> No <input type="checkbox"/> Invoices Included for Purchases and Services Over \$100.00?			
7. DEPARTMENT USE ONLY This invoice approved for payment by:			
Parks and Trails Area Supervisor (print name)		Date of signature:	
Payment Status	Date	FY	Amount
<input type="checkbox"/> Final	Vendor Number:		CFMS Number:
<input type="checkbox"/> Partial	Invoice Number		Parks and Trails Area Supervisor signature
Notes:			

**Roseau County Board
May/June 2017 Meetings**

**Glenda A. Phillippe
District One**

**May 23: County Board – Roseau
May 30: One Watershed One Plan – Warroad
June 1: RBEG – Warroad
June 6: Operations – Roseau
June 6: Committee of the Whole – Roseau
June 9: Lake Township/Casino – Warroad
June 12: City of Warroad – Warroad**

**June 13: County Board – Roseau
June 13: County Fair Committee – Roseau
June 13: Lake Township Public Hearing – Warroad
June 14: Lake Township – Warroad
June 26: City of Warroad – Warroad
June 27: County Board – Roseau**

JACK SWANSON COMMITTEE REPORTS

JUNE 13, 2017 - COUNTY FAIR COMMITTEE; Emergency Management; SAFER Grant Administrator

JUNE 13, 2017 - DOMESTIC VIOLENCE ADVISORY COMMITTEE

JUNE 13, 2017 - JADIS TOWN BOARD

JUNE 14, 2017 - ROSEAU CONVENTION & VISITORS BUREAU

JUNE 14, 2017 - TEAM 'EPIC' COALITION

JUNE 14, 2017 - ASSOCIATION OF MINNESOTA COUNTIES DISTRICT III MEETING (HALLOCK); State Senator Mark Johnson

JUNE 14, 2017 - ROSEAU SCHOOL BOARD

JUNE 19, 2017 - ROSEAU COUNTY COMMITTEE ON AGING; title transfer of Far North Building should happen this month

JUNE 19, 2017 - SUNSHINE MEMORIAL FOUNDATION; Roseau County pledge has \$55,000 remaining to raise

JUNE 20, 2017 - ROSEAU CONVENTION & VISITORS BUREAU/ECONOMIC DEVELOPMENT AUTHORITY/ CIVIC & COMMERCE

JUNE 20, 2017 - SOCIAL SERVICES BOARD

JUNE 20, 2017 - HIGHWAY COMMITTEE

JUNE 20, 2017 - BOARD OF APPEAL & EQUALIZATION

JUNE 21, 2017 - ASSOCIATION OF MINNESOTA COUNTIES RESEARCH COMMITTEE; county workforce challenges/ HR

JUNE 22, 2017 - ROSEAU SCHOOL BOARD

JUNE 23, 2017 - ASSOCIATION OF MINNESOTA COUNTIES MINNESOTA COUNTIES RESEARCH FOUNDATION (ST PAUL)

JUNE 23, 2017 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (ST. PAUL)