

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on November 13, 2018, 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. Jack Pellinen, Hayes Lake State Park – ATV/OHV Public Meetings
2. Britt Dahl, Roseau County Historical Society – 2019 Appropriation
3. Susie Novak, Executive Director North Country Food Bank

9:45 Consent Agenda

1. October 23, 2018 Board Proceedings
2. Hazardous Mitigation Grant

9:50 Department Reports

1. Highway
 - a. 2019 Budget Revision
 - b. Outside Employment Request

10:10 Committee Reports

10:15 County Board Items

1. Trails Committee Membership
2. 2018 AMC Conference
3. Commissioner Committee Reports

11:00 Unfinished Business

11:00 Adjourn

***Limited to five minutes**



Roseau County Request for Board Action

Agenda Item #: Board Appointment 1 <small>(for office use only)</small>		
Requested Board Date:	November 13, 2018	Originating Department: MnDNR
Subject Title (as it will appear on the Agenda): ATV / OHV Public Meetings	Presenter: Jack Pellinen, Hayes Lake State Park	
	Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Update the Board on the upcoming ATV / OHV public meetings.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: Board Appointment 2 <small>(for office use only)</small>		
Requested Board Date:	November 13, 2018	Originating Department: Historical Society
Subject Title (as it will appear on the Agenda): 2019 Appropriation Request	Presenter: Britt Dahl	
	Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Consider approval of the revised 2019 appropriation request, (attached).		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Historical Society & Museum
121 Center Street East, Suite 101
Roseau, MN 56751

November 1, 2018

Dear County Commissioners,

Attached to this letter you'll find a revised Roseau County Historical Society budget proposal for 2019. The Personnel Committee of the Roseau County Historical Society proposes an increase to the wages of the Museum Executive Director/Curator to be more appropriate for the duties required for that position. It would also allow a small increase for the Museum Assistant. You will see the budget changes reflected in the Revenue Category of County Appropriation, and in the Expense Categories of Payroll and Taxes.

The adjustments would allow the Executive Director's wage to increase to \$25.00 per hour and the Assistant's wage to increase to \$15.00. These increases for 2019 would amount to \$11,939.20.

Previous increases of the County Appropriation have been used to increase those employees' wages incrementally for the past few years. It is believed that these new wages would be comparable to other employees in the county for similar work.

Job descriptions for those two positions are also enclosed.

Sincerely,

RCHS Personnel Committee

Phone - 218-463-1918 Fax 218-463-1252
Website - www.roseauhistoricalsociety.org
E-mail - rchsroseau@mncable.net

Dedicated to collecting, preserving, and disseminating Roseau County history.

ROSEAU COUNTY HISTORICAL SOCIETY ♦ PROPOSED BUDGET 2019 REVISED

Revenue Categories	2016 Year End Revenue	2017 Proposed Revenue	2017 Year End Revenue	2018 Proposed Revenue	2018 Estimated Revenue	2019 Proposed Revenue
Admissions	\$ 465	\$ 250	\$ 622	\$ 500	\$ 625	\$ 500
Copies/Research Center income	\$ 318	\$ 600	\$ 368	\$ 450	\$ 550	\$ 350
County Appropriation	\$ 52,500	\$ 67,500	\$ 54,000	\$ 60,000	\$ 57,000	\$ 68,940
Donations	\$ 3,198	\$ 2,500	\$ 775	\$ 2,000	\$ 1,200	\$ 1,000
Fund-drive - designated funds	\$ 7,985	\$ 5,000	\$ 8,671	\$ 8,000	\$ 11,720	\$ 10,000
Grant Funding - Totals:						
NWMIN Arts Grant	\$ -	\$ 1,200	\$ 650	\$ 800	\$ 9,400	\$ 5,000
Roseau Area Community Fund - Summer Program	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 750
Legacy - Arts & Culture Grant	\$ 13,095	\$ 8,000	\$ 9,900	\$ 15,000	\$ 13,530	\$ 45,000
REA - Operation Round-up	\$ 1,100	\$ 1,000	\$ 1,100	\$ 1,500	\$ 2,500	\$ 2,000
Raffle	\$ 477	\$ 500	\$ 200	\$ 500	\$ -	\$ -
NW Minnesota Foundation RCHS Endowment Withdrawal	\$9,900	\$0	\$0	\$0	\$0	\$0
Interest Earned	\$ 23	\$ 30	\$ 29	\$ 30	\$ 70	\$ 50
Memberships	\$ 6,700	\$ 6,000	\$ 7,115	\$ 6,000	\$ 7,200	\$ 6,900
Programming	\$ -	\$ -	\$ 1,100	\$ -	\$ 1,500	\$ 1,400
Publications/Gift Shop	\$ 198	\$ 420	\$ 57	\$ 200	\$ 50	\$ 100
Scanning- Printing Service	\$ 1,532	\$ 200	\$ 42	\$ 200	\$ 160	\$ 100
Reimbursements (2017 \$3095 Pinecreek)	\$ -	\$ -	\$ 3,170	\$ -	\$ 20	\$ -
Thrivent Choice Dollar Donations	\$ -	\$ 300	In Donations	\$ 250	\$ -	\$ -
Miscellaneous (2016 Special Co. Funding)	\$ 5,815	\$ -	\$ 21	\$ -	\$ -	\$ -
Total Revenue	\$ 103,806	\$ 94,000	\$ 88,320	\$ 95,930	\$ 106,025	\$ 142,090

ROSEAU COUNTY HISTORICAL SOCIETY ♦ PROPOSED BUDGET 2019

Expense Categories	2016 Year End Expenses	2017 Proposed Expenses	2017 Year End Expenses	2018 Proposed Expenses	2018 Estimated Expenses	2019 Proposed Expenses
Accounting	\$ 1,270	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Advertising	\$ 728	\$ 2,000	\$ 1,181	\$ 1,800	\$ 1,100	\$ 2,000
Collection Preservation	\$ 1,026	\$ 500	\$ -	\$ 500	\$ 990	\$ 200
Communications: Phone & Internet	\$ 1,098	\$ 1,200	\$ 1,099	\$ 1,200	\$ 1,100	\$ 1,100
Designated Endowment Funds (NW Minnesota Foundation)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment purchases	\$ 16,867	\$ 4,200	\$ -	\$ -	\$ -	\$ 5,000
Events/Educational Programming	\$ 200	\$ 2,000	\$ 1,579	\$ 2,500	\$ 9,500	\$ 3,500
Exhibition	\$ 389	\$ 2,500	\$ 331	\$ 2,500	\$ 300	\$ 2,500
Insurances (Work Comp, Liability & Property)	\$ 897	\$ 1,300	\$ 852	\$ 1,200	\$ 850	\$ 1,000
Office Supplies	\$ 2,757	\$ 3,200	\$ 1,452	\$ 3,000	\$ 2,000	\$ 1,800
Payroll: three employees (1-FT, 2-PT); 2017 & 18 add 1 TEMP	\$ 42,680	\$ 45,000	\$ 45,818	\$ 52,500	\$ 56,800	\$ 59,780
Postage	\$ 677	\$ 1,000	\$ 670	\$ 1,500	\$ 900	\$ 1,000
Prof. Development/ Continuing Education/ Travel/ Dues & Subscriptions	\$ 368	\$ 500	\$ 564	\$ 500	\$ 550	\$ 500
Rent/Maintenance	\$ 7,200	\$ 12,200	\$ 7,200	\$ 7,200	\$ 7,200	\$ 43,200
Repairs/Maintenance and Equipment Contracts	\$ 694	\$ 2,000	\$ 2,528	\$ 2,000	\$ 5,500	\$ 4,000
Research Center	\$ -	\$ 200	\$ -	\$ 200	\$ -	\$ -
Taxes, Payroll, SS, Etc.	\$ 14,834	\$ 15,000	\$ 15,748	\$ 18,000	\$ 16,447	\$ 15,160
Temporary Loan - Pinecreek Log Church	\$ 3,095	\$ -	\$ -	\$ -		
Website maintenance	\$4,836 Set-up cost	\$ -	\$ 173	\$ 130	\$ 116	\$ 150
Total Budget Expenses	\$ 94,780	\$ 94,000	\$ 80,395	\$ 95,930	\$ 104,553	\$ 142,090

Executive Director/ Curator Job Description

Curators administer the affairs of museum and historic sites.

Direct the acquisition, storage, and exhibition of collections, including negotiating and authorizing the purchase, sale, exchange, or loan of collections.

Responsible for authenticating, evaluating, and categorizing the specimens in a collection.

Oversee and help conduct the institution's research projects and related educational programs.

Work with fundraising and promotion, including the writing and reviewing of grant proposals, journal articles, and publicity materials, as well as attendance at meetings, conventions, and civic events.

The following is the job description for the Roseau County Historical Society Director/Curator

General Duties

* - designate job performed by executive director due to lack of staffing/abilities

- Work with the boards of directors and special committees to administer plans, policies, promotions, and fundraising
- Gather information for the agenda.
- Pay monthly bills and maintain the budget.
- Supervise and train staff, volunteers, and community service and program workers.
- Maintain proper safety regulations and ensure they are in place.
- Work with program organizations to hire temporary staff.
- Implement procedures to improve productivity.
- Set budget with board of directors.
- Write grants and work in fund raising programs.
- Oversee management of the membership files.
- Maintain and trouble shoot all computers/programming and other machines in museum.
- Work with vendors when ordering supplies and understand the bidding process.
- Overseeing sales (gift shop items, research fees, printing costs, etc.)
- See that museum is kept clean and orderly and that everything is safe for patrons.
- *Perform general maintenance such as changing light bulbs, touch of paint, clean carpets
- Report museum activity as requested by outside sources.
- Prepares annual report and financial records.
- Find programming for special programming and events.
- *Put together and oversee all mailings of newsletters, advertising, and membership material.
- Work with city employees to oversee that the museum environment is met to standards.
- Maintain incoming and outgoing emails for upcoming meetings, research needs, bills due, etc.
- Liaison with the Minnesota Historic Northwest Consortium and the Minnesota Historical Society
- Attend Museum training seminars to keep up with museum standards.

Collection Management

- Oversee the care and management of over 40,000 objects and archival items in the collections of the Roseau County Historical Society.
- Provide adequate storage conditions and proper storage material for objects
- *Ensuring that the objects are adequately catalogued and documented.

- Ensure that there are adequate resources to care for collections
- Ensure the documentation of collections for the Roseau County Historical Society.
- *Interpret collection needs through the development of exhibits and programs.
- *Plan and oversee the arrangement, cataloguing, and exhibition of collections
- Train register in all aspects of collection management, including handling objects, using *The Revised Book of Nomenclature*.
- Work with outside technicians and conservators to maintain collections.
- Understand and train staff/volunteers in how to handle and care for objects in the collection
- Must be familiar with digital imaging and scanning technology.
- Acquire items for collection through gifts.

Public Education

- *Coordinate educational and public outreach programs, such as tours, workshops, lectures, and classes.
- *Create a summer program for youth, includes preparing project and presenting to youth.
- Train staff in presenting tours and educational programming
- Publish information and create advertising for special events and submit to media outlets
- Create Social Media events to promote programming
- *Post on Social Media sites to share information to the general public
- Maintain and update the web page with stories, upcoming events, and general information
- Work with the schools to provide special school programming
- Create a quarterly newsletter for members.
- Promote Roseau County history, museum collections and exhibits to media outlets.

Research Center Responsibilities

- Organize research center for public accessibility.
- Understand copyright infringement.
- Order new research center material as available, such as, census records.
- Work with visitors and online patrons to assist with research needs, when needed

Exhibition

- *Research, design, and present exhibits, building necessary props for exhibits.
- Research and acquire pertinent traveling exhibits, transport/ arrange transportation and setup
- *Design exhibit signage and posters.
- *Move track lighting for exhibits to make readable to patrons
- *Create exhibits yearly at the county fair in designated building

* - designate job performed by executive director due to lack of staffing/abilities



Roseau County Request for Board Action

Agenda Item #: Board Appointment 3 <small>(for office use only)</small>		
Requested Board Date:	November 13, 2018	Originating Department: North Country Food Bank
Subject Title (as it will appear on the Agenda): North Country Food Bank Program Update		Presenter: Susie Novak, Executive Director
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested:		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

October 23, 2018

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, October 23, 2018.

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Board Chair Glenda Phillipe. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe, Jack Swanson and Russell Walker. Others present were Martie Monsrud, Jeff Pelowski, Joleen Kezar, Brian Ketring, Dave Anderson, Kerri Byfluglien, Myles Hogenson, Troy Schroeder, Colleen Hoffman, Tracy Halstensgard, Tom Johnson, and Marlin Lindland.

APPROVAL OF AGENDA

An update from Engineer Ketring on County Road 139 culvert issue, and an update from Myles Hogenson on the County trail system was added to Delegations. Auditor Monsrud's request to set up Joint Ditch Authority meeting was added to Department Reports. A motion to approve the amended Agenda was made by Commissioner Falk, seconded by Commissioner Foldesi, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson reminded the group that the AMC District III meeting will be this Thursday, October 25th. Coordinator Pelowski provided a draft of the Roseau County report to be presented at that meeting.

APPROVE BILLS

A motion was made by Commissioner Swanson, seconded by Commissioner Falk, and carried unanimously to approve the payment of the following warrants (warrant #: 138592 to 138714):

Warrants Approved For Payment 10/11/2018

<u>Vendor Name</u>	<u>Amount</u>
BEITO REPAIR	2,992.00
BRINK, SOBOLIK, SEVERSON, MALM & ALBRECH	4,106.06
CENTURYLINK	3,235.71
CO-OP SERVICE INC	2,765.92
COSSETTE ELECTRIC	91,141.60
DEARBORN NATIONAL LIFE INSURANCE	3,374.35
JOHNSON OIL CO INC	2,241.91
ROSEAU CITY	9,310.31
SUN LIFE ASSURANCE COMPANY OF CANADA	2,167.76
19 Payments less than 2,000.00	10,213.30
Final Total:	131,548.92

Warrants Approved For Payment 10/18/2018

<u>Vendor Name</u>	<u>Amount</u>
SATHER LAW OFFICE	5,937.04
SWINGEN CONSTRUCTION CO	346,904.66

10 Payments less than 2,000.00	7,711.50
Final Total:	360,553.20

Warrants Approved On 10/23/2018 For Payment 10/26/2018

<u>Vendor Name</u>	<u>Amount</u>
AMERICAN INSTITUTIONAL SUPPLY	2,022.85
ASSN OF MN COUNTIES	2,250.00
COAST TRUE VALUE	4,478.32
FARMERS UNION OIL CO-WARROAD	4,544.63
FRONTIER PRECISION INC	6,116.75
HJELLE ROOFING INC	5,878.00
JOHNSON OIL CO INC	5,352.35
MAR-KIT LANDFILL	39,465.50
MATTSON PHARMACY INC	3,464.61
NORTHERN RESOURCES COOPERATIVE	15,869.50
POWER PLAN	3,588.08
REGENTS OF U OF MINNESOTA	19,139.84
ROSEAU DIESEL SERVICE INC	2,151.33
UNIVERSAL RECYCLING TECHNOLOGIES	5,437.30
VOYAGEURS COMTRONICS CORPORATION	34,142.00
68 Payments less than 2,000.00	28,412.33
Final Total:	182,313.39

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Myles Hogenson, Roseau County Trail Alliance

Myles Hogenson met with the Board to provide an update on the County trail system, as follows: The Dam 4 Connection will have a Grand Opening on October 30th and he would like to see members from the County attend the ceremony. DNR Commissioner Landwehr and Representative Collin Peterson are planning to attend as well. The Dam 4 Connection will create a great improvement to the existing OHV trails in Beltrami Island State Forest. Also, the project to build a restroom at the Winner Silo is progressing; he is requesting that the County contribute \$5,000 of Con Con funds towards this project. Finally, he requested that the County take a more active role in the administration of trail funding. He suggested expanding the existing Trails Committee to include County Engineer Ketring, two County Commissioners, and another trails representative. Following discussion, Commissioner Walker made a motion, seconded by Commissioner Falk, and carried unanimously to approve providing \$5,000 of Con Con funds for construction of a restroom facility at the Winner Silo location. In addition, the Board concurred with expanding the Trails Committee and this item will be addressed at a future Board meeting.

Troy Schroeder, Northwest Regional Development Commission (NWRDC)

Troy Schroeder met with the Board to request appointing Board Chair Phillipe to the NW Regional Coordination Council Advisory Board. This Board makes transportation-related recommendations to the full NWRDC Board. The Advisory Board is funded by MnDOT. Commissioner Swanson made a motion to appoint Board Chair Phillipe to the Advisory Board, seconded by Commissioner Falk, and carried unanimously.

County Road (CR) 139 Culvert Project Update

Engineer Ketring met with the Board to provide an update on the CR 139 Culvert Project. To summarize, our Engineering Firm (Houston Engineering) continues to work with the US Army Corp of Engineers (USACE) concerning the hydrology associated with this culvert. Also, the County has been in contact with our Ditch Attorney (Rinke-Noonan) concerning the risk to the County concerning removing vs maintaining the existing culvert. Also, improvements to the Ditch 69 system are still on track. Following discussion, Commissioner Falk made a motion to remove the culvert, seconded by Commissioner Foldesi. After further discussion, Commissioner Falk rescinded his motion.

Colleen Hoffman – 2017 County Audit Presentation

Ms. Hoffman presented the 2017 County Audit to the Board. In short, the County had a couple of minor “findings” (i.e. items that have, or need to be, addressed), but overall the County remains in great financial shape.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Swanson, seconded by Commissioner Falk, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the October 9, 2018, Board Proceedings; approved the Application for Exempt Permit for the Warroad Eagles; and, approved the revised Unclaimed Property Resolution for the amount of \$674.27.

DEPARTMENT REPORTS

Auditor

Auditor Monsrud met with the Board regarding a request from Kittson County to schedule a date and time for a Joint Ditch Authority meeting. Board consensus was to set the meeting for 10:00 am, November 26, 2018 at the Kittson County Courthouse. Auditor Monsrud will respond back to Kittson County.

COUNTY BOARD ITEMS

Commissioner Committee Reports (October 9 – October 22)

Commissioner Falk reported on the following committee(s): Highway Committee Meeting; NWECD Radio Board Meeting; Social Services Meeting; NW Community Action Meeting.

Commissioner Phillipe reported on the following committee(s): Highway Committee Meeting; Warroad City Council Meetings; Warroad Port Authority Public Hearing; Warroad Public Safety Committee Meeting; Warroad Parks and Recreation Meeting; LDS Agency on Aging Meeting; Social Services Meeting; 1W1P Meeting; Warroad Backpack Fundraiser; Warroad Community Development Meeting; Warroad School Ribbon Cutting Ceremony.

Commissioner Swanson reported on the following committee(s): Highway Committee Meeting; Jadis Township Board Meeting; Northwest MN Housing and Redevelopment Authority Meeting; Association of MN Counties (AMC) Board of Directors Meeting; AMC Policy Coordinating Committee Meeting; Roseau School Board; Social Services Meeting; Roseau Convention & Visitors Bureau/Roseau Economic Development Authority Meeting.

Commissioner Walker reported on the following committee(s): Highway Committee Meeting; MRC Meeting; Social Services Meeting.

Upon motion carried, the Board adjourned the meeting at 11:15 a.m. The next Regular meeting of the Board is scheduled for November 13, 2018 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

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

DRAFT



Roseau County Request for Board Action

Agenda Item #: Consent 2 <small>(for office use only)</small>		
Requested Board Date:	November 13, 2018	Originating Department: Emergency Management
Subject Title (as it will appear on the Agenda): Hazardous Mitigation Grant		Presenter: Sue Grafstrom
		Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Requesting Board authorization to submit a "Notice of Interest" form in regards to an upcoming hazardous mitigation grant opportunity.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Homeland Security and Emergency Management

444 Cedar Street • Suite 223 • Saint Paul, Minnesota 55101-6223
Phone: 651-201-7400 • Fax: 651-296-0459 • TTY: 651-282-6555
www.dps.state.mn.us

October 22, 2018

Notice of Fund Availability Hazard Mitigation Grant Program DR-4390-MN

As a result of Presidential Disaster Declaration DR-4390-MN, funding is available for mitigation activities through the Federal Emergency Management Agency (FEMA) Section 404-Hazard Mitigation Grant Program (HMGP). The declaration on September 5, 2018 was the result of Severe Storms, Tornadoes, Straight-line Winds and Flooding June 15 to July 11, 2018 for 27 counties and three tribal nations.

Eligible entities include local governments, certain private non-profit organizations, and Tribal communities for long-term, permanent mitigation measures. HMGP is a cost share program with 75% federal and 25% local share. The current estimate for available funds is **\$2,447,475**.

If your jurisdiction is interested a mitigation project, submit a one-page Notice of Interest (NOI) form to Hazard.mitigation@state.mn.us by **November 30, 2019**. Webinar trainings to scope mitigation projects, develop applications, and benefit cost analysis will be held in the coming months. The NOI is the first step in the application process.

Mitigation proposals must meet eligibility requirements outlined by FEMA's Hazard Mitigation Assistance program and must result in the reduction or elimination of potential natural hazards and the protection of life and property. Priorities will be given to complete applications:

1. Projects in Disaster Declared jurisdictions;
2. Acquisition and demolition of hazard prone properties;
3. Flood damage reduction and small flood control projects;
4. Community tornado safe rooms;
5. Climate Resilient Mitigation Activities;
6. Retrofitting of critical facilities, including burying electrical lines;

New! Advance Assistance

Advance assistance funds are available to develop data needed for mitigation applications; developing project alternatives, gathering and calculating benefit cost data. Examples include; engineering and design, technical assistance to determine project feasibility, including hydrologic and hydraulic modeling. Advance assistance deliverables will inform a future project application.



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal

To be eligible for HMGP funding, specific criteria must be met:

1. The applicant must have a FEMA approved all hazard mitigation plan. The proposed mitigation measure must be in conformance with the goals and objectives of the local hazard mitigation plan as well as the State Hazard Mitigation Plan.
 - a. Communities without a current FEMA approved plan may apply for HMGP funds to update their plan. Plans must be completed, adopted and approved by FEMA within one year of the declaration prior to receiving HMGP funds.
2. The community must participate and be in good standing in the National Flood Insurance Program if a special flood hazard area has been identified by FEMA.
3. The proposed project must be cost-effective and show that the benefits of the project will outweigh the cost. It must pass the Benefit Cost Analysis.
4. The project must undergo environmental review and will require environmental documentation prior to funding.

NOIs received after November 30, 2019 will be considered for future funding, as it becomes available. Applications not funded through this declaration may be considered under future disasters, Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs.

Resources:

<https://www.fema.gov/hazard-mitigation-grant-program>

<https://dps.mn.gov/divisions/hsem/hazard-mitigation/Pages/default.aspx>

Contacts:

[Jennifer Nelson](#), State Hazard Mitigation Officer at (651) 201-7427

[Jim McClosky](#), Hazard Mitigation Planner at (651) 201-7455



Hazard Mitigation Assistance Program

Notice of Interest

Use this Notice of Interest to provide basic information on a proposed hazard mitigation project. HSEM will determine if the project meets Hazard Mitigation Assistance (HMA) Program eligibility for potential funding. If eligible, the applicant will be invited to submit a full application.

Please submit this completed form to hazard.mitigation@state.mn.us.

Applicant Information

Applicant (Organization or Entity)

Address

County

Contact Name

Phone

Title

Email

Mitigation Project

Review your county All Hazard Mitigation Plan to identify Mitigation Strategy and Actions.

Project must be in Plan to be eligible for HMA funding.

Plan page number

Plan expiration date

Describe project and location

Total estimated cost (100%)

Proposed funding source of local match (25%)

Today's date

Submit by Email



Roseau County Request for Board Action

Agenda Item #: Department Reports 1a <small>(for office use only)</small>		
Requested Board Date:	November 13, 2018	Originating Department: Highway
Subject Title (as it will appear on the Agenda): 2019 Budget Revision	Presenter: Brian Ketring	
	Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Continued discussion concerning 2019 capital equipment purchase(s) along with an update of the 2019 Road and Bridge Departmental Budget.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: Department Reports 1b <small>(for office use only)</small>		
Requested Board Date:	November 13, 2018	Originating Department: Highway
Subject Title (as it will appear on the Agenda): Outside Employment Request	Presenter: Brian Ketring	
	Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Consider authorizing County Engineer Ketring to accept an employment opportunity outside of his current employment with Roseau County, (see attached Employee Handbook Policy).		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

EMPLOYEE HANDBOOK

Outside Employment

Part-time employment outside of Roseau County employment is not encouraged but is acceptable provided such employment does not create a conflict of interest of time or which might hinder your impartial or objective performance of your public duties.

All part-time or full-time employees, before accepting outside employment, must have the written approval of the Supervisor and the Department Head to determine that no conflict exists with Roseau County.

Approval may be withdrawn if the outside employment interferes with the employee's duties or affects his or her performance or attendance or develops into a conflict. Failure to terminate conflicting work interests may lead to corrective action up to and including termination of employment.

Personnel Records

Roseau County keeps certain records relating to your employment in a personnel file. The documents contained within that file are the property of Roseau County and must be maintained for Federal, State, and County government recordkeeping purposes.

Some employment records are kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to I-9 requirements.

Data in personnel files is managed per Chapter 13 of the Minnesota Statutes – Data Privacy. Except for employees described in MN Statutes Section 13.43, subdivision 5 and subject to the limitations described in subdivision 5a, the following personnel data on current and former employees, volunteers, and independent contractors of a government entity is public:

- (1) name; employee identification number, which must not be the employee's Social Security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; and the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
- (2) job title and bargaining unit; job description; education and training background; and previous work experience;
- (3) date of first and last employment;
- (4) the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a corrective action;
- (5) the final disposition of any corrective action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body;
- (6) the terms of any agreement settling any dispute arising out of an employment relationship, including a buyout agreement as defined in Minnesota Statutes Section 123B.143, subdivision 2, paragraph (a); except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money;
- (7) work location; a work telephone number; badge number; and honors and awards received; and
- (8) payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other non-public data.



Roseau County Request for Board Action

Agenda Item #: County Board Item 1 <small>(for office use only)</small>		
Requested Board Date:	November 13, 2018	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): Trails Committee Membership		Presenter: Jeff Pelowski
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input checked="" 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: As a follow-up to the October 23, 2018 Regular Board meeting, requesting Board consideration to expand the membership of the County Trails Committee.		
Background: Currently, the Committee consists of 2 members: Commissioners Walker & Foldesi. Myles Hogenson suggested this Committee be expanded to include 2 Commissioners, County Engineer, County Auditor, and 2 Trails representatives (Myles Hogenson & Loren Arveson).		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: County Board Item 2 <small>(for office use only)</small>		
Requested Board Date:	November 13, 2018	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): 2018 AMC Conference		Presenter: Jeff Pelowski
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Currently, we have 2 Commissioner-Elects & 1 County Attorney-Elect. Consider authorizing the County to pay the 2018 AMC Conference registration, lodging, and other eligible expenditures for these 3 if they decide they would like to attend.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: County Board Item 3 <small>(for office use only)</small>		
Requested Board Date:	November 13, 2018	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): Commissioner Committee Reports		Presenter: Commissioners
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Commissioners will present their Committee Reports.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input type="checkbox"/> Delegations/Board Appointments	<input type="checkbox"/> Consent Agenda	
<input type="checkbox"/> Department Reports	<input type="checkbox"/> Committee Reports	
<input checked="" type="checkbox"/> County Board Items	<input type="checkbox"/> Other _____	

**Roseau County Board
October/November 2018 Meetings
Glenda A. Phillippe
District One**

October 23: Roseau County Board – Roseau

October 24: NW Regional Transportation Coordination Council - TRF

October 24: Warroad Backpack Program – Warroad

October 25: LOW/Roseau County Joint Ditch –Roosevelt

October 26: Emergency and Rescue Services – Warroad

October 30: Northwest Minnesota Foundation - Warroad

October 30: Safe Harbor/Regional Park Designation/Wynne/City – Warroad

October 31: Warroad Community Education – Warroad

November 6: County Board Work Session – Roseau

November 6: Operations – Roseau

November 6: Election Judge – Warroad

November 7: North Country Food Bank Teleconference – Warroad

JACK SWANSON COMMITTEE REPORTS

OCTOBER 25, 2018 - ASSOCIATION OF MINNESOTA COUNTIES DISTRICT III MEETING (VIKING, MN); voted on District III priorities for 2019 legislative session

OCTOBER 30, 2018 - NORTHWEST MINNESOTA MANUFACTURER'S BREAKFAST (ROSEAU); also attended by 7th District Congressman Collin Peterson, District 1A State Representative Dan Fabian and District 1 State Senator Mark Johnson

OCTOBER 30, 2018 - ROSEAU RIVER WATER TRAIL; next steps in process of trail designation

OCTOBER 31, 2018 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY; NW Minnesota Foundation Communities Thrive presentation update

NOVEMBER 1, 2018 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (GRAND RAPIDS); Itasca County Assessor on Enbridge situation; NCLUCB legislative priorities

NOVEMBER 5, 2018 - ROSEAU CITY COUNCIL

NOVEMBER 6, 2018 - OPERATIONS COMMITTEE

NOVEMBER 6, 2018 - ROSEAU COUNTY BOARD WORK SESSION

NOVEMBER 7, 2018 - COMMUNITY JUSTICE COORDINATING COMMITTEE

NOVEMBER 8, 2018 - TEAM 'EPIC'

NOVEMBER 12, 2018 - ROSEAU COUNTY EXTENSION COMMITTEE