

## REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on August 14, 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. RoseAnn Strandlund – CD 7 Bridge
2. Scotty Allison, Beltrami County Veterans Service Officer – Bemidji Veterans Home initiative

**9:25 Consent Agenda**

1. July 24, 2018 Board Proceedings
2. Application for Exempt Permit - Roseau County Trailblazers
3. Operational Enhancement Grant – Veteran Services Office
4. County Investment Policy

**9:30 Department Reports**

1. Auditor
  - a. 2018 Primary Canvassing Board
  - b. Tax Abatement Request(s)

**9:40 Committee Reports**

**9:45 County Board Items**

1. Township Road Maintenance
2. Warroad River Watershed Board Appointment(s)
3. Lake of the Woods 1W1P Governance Structure
4. Commissioner Committee Reports

**10:30 Unfinished Business**

**10:30 Adjourn**

**\*Limited to five minutes**





# **Bemidji Veterans Home**

## Update

- In May, 2018, Governor Dayton and the Minnesota State Legislature allocated \$32 million in the Bonding Bill for three new State Veterans Homes.
- \$12.4 million was provided for the Bemidji Veterans Home.
- Veterans Home will be a 72 bed facility.
- It will be built on land donated by Sanford Health in Bemidji. Land donated is worth approximately \$1 million.

# Services/Programs Provided

## Clinical Services

- Skilled nursing care with a specialty in Dementia care
- Medical Services, with 24-hour nursing care
- Recreational Therapy
- Rehabilitation
- Chaplain and spiritual care services
- Diet and nutritional services
- Pharmaceutical services
- Social services

## Specialized Services

- Barber and Beautician services
- Work therapy
- Mental Health services

## Programs

- Resident Council
- Family Council
- Spouse Support Group
- Community collaborations
- Volunteer services

# Timeline for Home

	Date
Local Contribution Pledge Amount	31-Aug-18
Designer Selection	30-Sep-18
Local Contribution placed in Escrow	<b>23-Mar-19</b>
VA Submittal Milestone	1-Apr-19
Construction	Dec-20
Inspections	Mar-21
Staff move-in and training	Apr-21
<b>Veterans Home Open</b>	<b>May-21</b>

## Important Milestones

August 31, 2018: We must provide **our best estimate** as to what we will provide as a community. It will allow the design team to know how much money they have to work with.

March 23, 2019: Any community contributions must be placed in escrow.

# Where we are at

Calculating Space (Square Footage) by Available Funds*						\$400 Sq. Ft.	\$450 Sq. Ft.	\$500 Sq. Ft.	\$550 Sq. Ft.	\$600 Sq. Ft.	\$650 Sq. Ft.	\$700 Sq. Ft.
State Bonded	**Community Estimate (only variable)	Total Submitted	Federal 65%	Total Amount for Project*								
B					\$400	\$450	\$500	\$550	\$600	\$650	\$700	
\$12,400,000	\$1,070,000	\$13,470,000	\$25,015,714	\$38,485,714	96,214	85,524	76,971	69,974	64,143	59,209	54,980	

- Beltrami County Commissioners have pledged \$1,000,000 in financial support.
- Donations from all other sources stands at \$78,500.
- **All local/state donations result in a 65% donation match from the Federal Government**

# Current Donations

	Donation	Paid	Pledge Remaining	Notes
Battle Twp	\$100	\$100		
Buzzle	\$5,000		\$5,000	\$1000 each year over 5 years
Eckles Twp	\$10,000		\$10,000	\$2000 each year over 5 years
Hornet Township	\$5,000		\$5,000	
Liberty Township	\$1,000		\$1,000	Waiting for legislation, then advice on how
Northern Twp	\$10,000		\$10,000	\$2000 each year over 5 years
Moose Lake	\$250		\$250	\$50 each year over 5 years
Port Hope Twp	\$1,250		\$1,250	\$250 each year over 5 years
Kelliher Township	?		?	
Summit Township	\$5,000		\$5,000	\$1000 each year over 5 years
Waskish Township	\$1,000		\$1,000	will take up to the 5 years to pay
Township Total	\$38,600	\$100	\$38,500	
<u>Other Organizations</u>				
American Legion - Bemidji	\$10,000		10000	
VFW Auxiliary - Kelliher	\$5,000		5000	
DAV Chapter 7	\$10,000		10000	
Ride for the Troops	\$5,000		5000	
Other Organiz. Total	\$30,000	\$0	\$30,000	
Private Donation 1	\$1,000	\$1,000		
Private Donation 2	\$10,000		\$10,000	\$2000 each year over 5 years
	\$11,000	\$1,000		
<b>Grand Total</b>	<b>\$79,600</b>	<b>\$1,100</b>	<b>\$78,500</b>	



**Questions?**



# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

July 24, 2018

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, July 24, 2018.

## CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Commissioner Swanson. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Jack Swanson, Russell Walker, and Mark Foldesi. Glenda Phillipe was absent. Others present were Jeff Pelowski, Brian Ketring, Joleen Kezar, Martie Monsrud, Sue Grafstrom, Scott Anderson, and Kristin Nierengarten.

## APPROVAL OF AGENDA

The Magnusson Trust Lawsuit update was added to County Board Items. It was noted that the meeting will be closed for this discussion. A motion to approve the amended Agenda was made by Commissioner Foldesi, seconded by Commissioner Falk, and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Auditor Monsrud mentioned that the first election judge training was held last night at the Roseau City Center. Commissioner Walker stated that he enjoyed the Roseau County Fair, that he attended every day but Wednesday and spent 27 hours there. Coordinator Pelowski mentioned that his office received a "Pay Equity Notice of Compliance" from the MN Management and Budget Office. This Notice will be posted accordingly and will remain in effect through 2020.

## APPROVE BILLS

A motion was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously to approve the payment of the following warrants (#'s: 137886 to 138005):

### Warrants Approved For Payment 7/12/2018

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	3,571.90
CO-OP SERVICE INC	3,101.11
JOHNSON OIL CO INC	2,208.30
MOTOR VEHICLE DEPUTY REGISTRAR	7,570.50
RIVERFRONT STATION	2,481.12
ROSEAU CITY	10,215.82
ROSEAU/LOW SPORTSMAN CLUB	14,274.08
SUN LIFE ASSURANCE COMPANY OF CANADA	2,193.27
10 Payments less than 2,000.00	5,620.65
<b>Final Total:</b>	<b>51,236.75</b>

### Warrants Approved For Payment 7/16/2018

<u>Vendor Name</u>	<u>Amount</u>
NMC REMARKETING	50,000.00
<b>Final Total:</b>	<b>50,000.00</b>

### Warrants Approved For Payment 7/19/2018

<u>Vendor Name</u>	<u>Amount</u>
MN DEPT OF EMPLOYMENT	2,682.00
MN DEPT OF FINANCE -TREAS	3,877.50

ROSEAU RIVER WATERSHED DIST	7,636.00
13 Payments less than 2,000.00	5,588.25
<b>Final Total:</b>	<b>19,783.75</b>

**Warrants Approved On 7/24/2018 For Payment 7/27/2018**

<u>Vendor Name</u>	<u>Amount</u>
ANDREW J STOSKOPF TRUCKING INC	2,400.00
BERGSTROM ELECTRIC INC	3,209.79
CDW GOVERNMENT INC	2,500.00
DEPARTMENT OF CORRECTIONS	33,857.16
FARMERS UNION OIL CO-WARROAD	5,632.35
FRONTIER PRECISION INC	2,960.00
GRINDELAND FLOORING & MASONRY	6,585.00
JOHNSON MARKSTROM CONSTRUCTION	6,820.00
JOHNSON OIL CO INC	5,493.35
MAR-KIT LANDFILL	41,736.00
NORTHERN RESOURCES COOPERATIVE	39,598.44
PRO-WEST & ASSOCIATES INC	3,271.07
ROSEAU CO COOP ASSN	14,644.66
SEACHANGE	8,353.33
UNIVERSITY OF NORTH DAKOTA	3,092.65
VOYAGEURS COMTRONICS CORPORATION	20,485.20
ZIEGLER INC	3,883.65
68 Payments less than 2,000.00	30,057.73
<b>Final Total:</b>	<b>234,580.38</b>

In addition, the Board approved three forthwith payments: Greenbush American Legion for \$4,000.00; O'Neil Lund for \$1,850.00 and Byron Cole for \$100.00 for beaver trapping.

**DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS**

**CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Foldesi, seconded by Commissioner Walker, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the July 10, 2018 Board Proceedings; approved advertising for an open appointment to the Roseau River Watershed District Board; and approved advertising for an open appointment to the Two Rivers Watershed District Board.

**DEPARTMENT REPORTS**

Highway

Engineer Ketring met with the board to discuss a PERA Phased Retirement Option Agreement for Office Manager/Accountant, Sharon Diesen. Coordinator Pelowski informed the Board that this program is only available through June, 2019, and then it will be phased out. The Board discussed the requirements related to the implementation of this Option. It was noted that she meets all the requirements. It appears that this Option results in a win-win outcome; that is, she will be immediately eligible to receive her PERA retirement payments even though she will continue to work part-time for the County, and she will be able to retain her benefits (with pro-rated premium cost-share based upon the number of hours worked). The benefits to the County include: will no longer be required to pay her PERA contribution, and the training she will provide to the new Office Manager/Accountant. A motion to authorize the application for the PERA Phased Retirement Option for Sharon Diesen was made by Commissioner Foldesi, seconded by Commissioner

Walker, and carried by a three to zero vote with Commissioners Foldesi, Walker, and Swanson in favor. Commissioner Falk abstained from voting.

## **COUNTY BOARD ITEMS**

### Commissioner Committee Reports (July 10, 2018 – July 24, 2018)

Commissioner Falk reported on the following committee(s): Highway Committee; Social Services Board; Fair Banquet; Roseau River Watershed District meeting.

Commissioner Foldesi reported on the following committee(s): Highway Committee; Social Services Board; Greenbush Nursing Home Annual meeting.

Commissioner Phillipe reported on the following committee(s): Highway Committee; Social Services Board; Warroad Public Safety Committee; Lake Township Board meeting; Moranville Township Board meeting; Warroad Parks and Rec Flag Dedication; Warroad School Monument Committee meeting; Roseau County Fair Booth/Team EPIC.

Commissioner Swanson reported on the following committee(s): Highway Committee; Social Services Board; Domestic Violence Advisory Committee meeting; Jadis Township Board meeting; Roseau Convention & Visitors Bureau meeting; Northwest MN Emergency Communications Board meeting; Roseau River Trail Stakeholders Committee meeting; Northwest MN Housing & Redevelopment Authority meeting; Roseau County Fair Booth/Team EPIC.

Commissioner Walker reported on the following committee(s): Highway Committee; Social Services Board; Fair Banquet; DUI court; Moranville Township Board meeting.

### Magnusson Trust Lawsuit Update

A motion was made by Commissioner Falk, seconded by Commissioner Foldesi, and carried unanimously to close the meeting due to attorney/client privilege, per MN Statute 13.05D, Subdivision 3, pending litigation brought forward against the County by the Magnusson Trust.

Upon completion of the closed meeting, a motion to re-open the meeting was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously.

## **UNFINISHED BUSINESS**

CD 7 Bridge Issue – Board consensus was to add this item to the August 14, 2018 County Board Meeting Agenda.

Upon motion carried, the Board adjourned the meeting at 10:58 a.m. The next Regular meeting of the Board is scheduled for August 14, 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



MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Roseau County Trailblazers Previous Gambling Permit Number: N/A  
 Minnesota Tax ID Number, if any: 41660237 Federal Employer ID Number (FEIN), if any: 41-1605761  
 Mailing Address: PO Box 62  
 City: Roseau State: MIN Zip: 56751 County: Roseau  
 Name of Chief Executive Officer (CEO): Myles Hogenson  
 CEO Daytime Phone: 218-689-6889 CEO Email: mkhogens@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- Fraternal     Religious     Veterans     Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Eagles Club  
 Physical Address (do not use P.O. box): 56270 State Hwy 11  
 Check one:  
 City: Warroad Zip: 56763 County: Roseau  
 Township: Lake Township Zip: 56763 County: Roseau  
 Date(s) of activity (for raffles, indicate the date of the drawing): December 31st 2018

Check each type of gambling activity that your organization will conduct:

- Bingo     Paddlewheels     Pull-Tabs     Tipboards     Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: Roseau

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: Lake Township

Signature of Township Officer: \_\_\_\_\_

Title: Supervisor Date: 8/3/18

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Myles Hogenson Date: 8/1/2018  
(Signature must be CEO's signature; designee may not sign)

Print Name: Myles Hogenson

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

**Business Record Details »**

Minnesota Business Name  
**Roseau County Trailblazers, Inc.**

**Business Type**  
 Nonprofit Corporation (Domestic)

**MN Statute**  
 317A

**File Number**  
 1B-642

**Home Jurisdiction**  
 Minnesota

**Filing Date**  
 11/30/1987

**Status**  
 Active / In Good Standing

**Renewal Due Date**  
 12/31/2018

**Registered Office Address**  
 62726 300th Street  
 Warroad, MN 56763-323  
 USA

**Registered Agent(s)**  
 (Optional) None provided

**President**  
 Myles Kevin Hogenson  
 68224 Co RD 140  
 Roosevelt, MN 56673  
 USA

**Filing History**

## Filing History

Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	11/30/1987	Original Filing - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/30/1987	Nonprofit Corporation (Domestic) Business Name (Business Name: Roseau County Trailblazers, Inc.)	







STATE OF MINNESOTA  
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM

GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and **ROSEAU COUNTY**, Roseau County Courthouse, 606 5th Avenue SW, Room 120, Roseau, MN 56751, ("Grantee").

**Recitals**

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2, the State is empowered to enter into this grant.
2. The State is in need of enhancing the operation of the County Veterans Service Offices (CVSO). This grant must be used to enhance the operations of the Grantee's CVSO under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
3. The Minnesota Legislature has funded grants to the counties through MDVA for many years. The established practice has been to provide advanced payments of the full grant amount to the Grantee. This has been done to ensure that the counties have sufficient funds available to conduct programming and complete the tasks required by the grant. The counties often have limited cash reserves and do not have the financial capabilities to make grant expenditures first and wait for reimbursements from the State. Therefore, based on their past performance, MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the grant agreement.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Agreement**

**1. Term of Grant Agreement**

- 1.1 **Effective date:** **July 1, 2018** 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 agreement is fully executed. The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work except as permitted by Minnesota Statutes §16B.98, Subdivision 11.
- 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 agreement: 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:

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).
- 2.2 Conduct this grant only as authorized under Minnesota Statute 197.608, Subd.5. This grant must not be used to supplant any existing funding, or to duplicate any programs or services available to Veterans from other agencies or organizations.
- 2.3 Conduct the CVSO Operational Enhancement Grant Program ("Program") by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, which is attached and incorporated into this grant agreement. If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, they must submit an email request to the State Authorized Representative listing the item, the estimated cost, and how the item will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from State Authorized Representative.
- 2.4 Comply with the requirements as specified in the MDVA Grants Manual (Rev. 4), Attachment B, which is incorporated into this grant agreement by reference and available on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>. In the event that any provision of the MDVA Grants Manual (Rev. 4), Attachment B, is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.5 Upon executing the grant agreement, the Grantee must submit to the State for approval:
  - 2.5.1 A Conflict of Interest Disclosure Form (page 1 only) for Grantee staff members with fiscal and/or programmatic responsibilities for administering the grant as required in the MDVA Grants Manual (Rev. 4), Attachment B;
  - 2.5.2 The current annual County Budget for the CVSO Program, a sample of which is attached and incorporated into this grant agreement as Attachment C; and
  - 2.5.3 A County Board Resolution with a raised County seal, a sample of which is attached and incorporated into this grant agreement as Attachment D.
- 2.6 If at any time during administering the grant, a personal or professional conflict of interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the MDVA Grants Manual (Rev. 4), Attachment B, to determine if corrective action is necessary.
- 2.7 Upon the conclusion of this Project, the Grantee must submit to the State Authorized Representative the CVSO Budget Expenditure Spreadsheet, Attachment E, in Excel format, a sample of which is attached and incorporated into this grant agreement, consistent with the requirements specified in the MDVA Grants Manual (Rev. 4), Attachment B, in sufficient detail and to the satisfaction of the State, in order to account for all grant funds expended.
- 2.8 In the event that any provision of the Grantee's charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.9 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grant Manual (Rev. 4), Attachment B, including a final inspection upon grant completion.

### 3. Time

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

### 4. Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

4.1.1 **Compensation.** The Grantee will be paid an Advanced Payment lump sum of **\$10,000.00** and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A.

4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The total travel budget may comprise all or a portion of the Total Obligation. The Grantee will report all travel-related expense on the Travel Log (as provided in the MDVA Grant Manual (Rev. 4), Attachment B) in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Travel and subsistence expenses incurred outside Minnesota is allowed, when necessary for the accomplishment of routine tasks (e.g. transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work.

4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$10,000.00, (Ten Thousand Dollars and No Cents).**

#### 4.2 Payment

4.2.1 **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment upon execution of this grant agreement.

4.2.2 **Eligible Costs.** In order to be eligible for grant funds, costs must be reasonable, necessary, and allocated to the grant, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant Minnesota Statutes §197.608, as amended by Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2 and this grant agreement.

4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's duties, and shall promptly return to the MDVA any funds greater than \$25.00 not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 60 days of the end of the grant period, whichever comes first.

#### 4.3 Contracting and Bidding Requirements.

4.3.1 Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

4.3.2 Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.

- 4.3.3 Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- 4.3.4 The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
  - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
  - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
- 4.3.5 The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- 4.3.6 The grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- 4.3.7 Notwithstanding 4.3.1 – 4.3.4., the State may waive bidding process requirements when:
- 4.3.7.1 Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; and
- 4.3.7.2 It is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- 4.3.8 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.
- 4.3.9 The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>
- 4.3.10 The Grantee will record all contract and bidding quotes according to the bidding threshold specified above on the Contract and Bidding Log Sheet, as provided in the MDVA Grants Manual (Rev. 4), Attachment B, and submit this record with the Final Report (as applicable).

## 5. Conditions of Payment

All services provided by the Grantee under this grant agreement 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, or will return payment already received, for work found by the State to be **unsatisfactory** or performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grant Manual, (Rev. 4), Attachment B, as provided by the State.

## 6. Authorized Representative

The State's Authorized Representative is **Liz Kelly**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12<sup>th</sup> Street, St. Paul, Minnesota 55155, 651-201-8225, [liz.kelly@state.mn.us](mailto:liz.kelly@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 agreement.

7. The Grantee's Authorized Representative is **Martin Howes**, CVSO, Roseau County, Roseau County Courthouse, 606 5th Avenue SW, Room 120, Roseau, MN 56751, (218) 463-3308, [martin.howes@co.roseau.mn.us](mailto:martin.howes@co.roseau.mn.us) or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

## 8. Assignment, Amendments, Waiver, and Grant Agreement Complete

- 8.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 8.2 **Amendments.** Any amendments to this grant agreement 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 agreement, or their successors in office.
- 8.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 8.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

## 9. 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 agreement 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 agreement.

## 10. 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.

## 11. Government Data Practices and Intellectual Property

11.1 **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 agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. 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.

### 11.2 **Intellectual Property Rights**

11.2.1 **Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this grant agreement*. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant agreement. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

### 11.2.2 **Obligations**

11.2.2.1 **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

11.2.2.2 **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual

property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

## **12. 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.

## **13. Publicity and Endorsement**

**13.1 *Publicity.*** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable.

**13.2 *Endorsement.*** The Grantee must not claim that the State endorses its products or services.

## **14. Governing Law, Jurisdiction, and Venue**

**14.1** Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **15. Termination**

**15.1 *Termination by the State.*** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- 15.2 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the grant project within six (6) months of the effective date of this grant agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this grant agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.
- 15.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant agreement if:

15.3.1 It does not obtain funding from the Minnesota Legislature;

15.3.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

## 16. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

APPROVED:

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15 and 16C.05 Subd. 2 (a) (3).*

Signed: 

Date: 7/18/18

SWIFT Contract/PO No(s). PO 3-34744 /

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. GRANTEE - ROSEAU COUNTY**

*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:

Agency

Grantee

State's Authorized Representative

## ATTACHMENT A

### CVSO Operational Enhancement Grant Items Approved/Disapproved - FY2019

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

<i>Expenses must be incurred (e.g. invoice date/service period) <u>before</u> the end of the grant period (June 30, 2019)</i>	
<b>EQUIPMENT &amp; SUPPLIES</b>	
<b>Monitors</b> and Dual monitor video cards	<b>Teleconferencing equipment</b>
<b>Laptops/Tablet PC's/I-Pad</b> (including accessories)	<b>Paper shredders</b> or shredding contracts
<b>Personal computers</b> - Desktop	<b>TV /DVD combinations</b>
<b>Printers/Scanners</b>	<b>Mobile broadband data access device/Hotspot</b>
<b>Phone &amp; Internet Service/Cellular Phones/Smart Phones/Headsets</b> – Phone ONLY	Fax machines and installation of initial phone line
<b>Photo copiers</b> (or 12 month lease) (Including user maintenance agreements.)	<b>Cell Phone Repeater</b> (and installation)
<b>Digital Video Recorders, Cameras , Projectors – LCD/DLP</b>	<b>Office Supplies</b> related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, label printers and supplies etc.).
<p><b>Office Furniture</b> that <i>is necessary</i> and is directly related to computerization and organization efforts (required furniture for newly purchased equipment such as computer desk, printer stand, scanner table, etc. or other items to increase organization like filing cabinets, etc.).</p> <p><b>Office Furniture</b> that <i>is necessary</i> and is directly related to *new/increased staffing (desk, chair, cubicles, etc.).</p> <p>Note: Locking filing cabinets, sit/stand desk accessories and new furniture to accommodate Veterans' visits in VSO office OK anytime.</p>	
<b>COMPUTER SOFTWARE, TRAINING &amp; REFERENCE MATERIALS</b>	
<b>Extended Warranties/extended maintenance contracts</b> – on equipment and related software purchased during current grant cycle only. (1 year max)	<p><b>Veterans Information/Case Management Systems and Software</b> (Including user maintenance agreements.)</p> <p><b>Reference materials</b> (Medical dictionaries, VA rules and regulations manuals, etc.).</p>
<p><b>CVSO Trainings/Webinars</b></p> <ul style="list-style-type: none"> <li>• * <b>NACVSO Accreditation/CEU/CVA Training</b> – Must provide a “Certificate of Completion” after training. (Transportation, Lodging and Registration)</li> <li>• * <b>Training at local colleges</b> – Includes all staff in CVSO Office and must relate to the position of CVSO/ACVSO. (Must be pre-approved)</li> <li>• <b>Admin Staff Training</b> MACVSO Assistant and Secretaries Conference * Allowed for CVSOs and ACVSOs who are qualified under <a href="#">MS 197.601</a>.</li> </ul>	

## MARKETING

**Marketing Expenses** (Display boards, radio airtime, TV airtime and newspaper ads, billboards, CVSO shirts & jackets (every ad must reference the LinkVet))

Note: Proof of LinkVet is required for every expenditure at grant closeout.

**Publicity Items** (*Magnets, Brochures, holiday cards, Challenge Coins – must include reference to LinkVet*) up to a maximum of **15% of the annual CVSO grant amount.** (e.g. Total Grant Amount \$7,500 = \$1,125 publicity items.)

Note: Proof of LinkVet is required for every expenditure at grant closeout.

## MISCELLANEOUS

**Salary Expenses** for new, increased CVSO staff that provide direct services to Veterans.  
Note – Salaries may also be applied to CVSO grant in subsequent years.

## VETERANS SERVICES

### Veteran Homelessness

- **Expenses related to the goal of reducing Veteran homelessness** (*Must be MDVA pre-approved*).
- **Supplies for Homeless Vets** (e.g. backpacks, blankets etc.)

**Transportation expenses** related to the transport of Veterans needing to access their benefits (Including van/vehicle purchases/lease for this primary purpose, maintenance, fuel, etc.)

### Medical Expenses

- To pay for 2<sup>nd</sup> opinions on previously denied VA disability claims.
- Assisted listening devices

**“Outreach” Expenses** such as benefits fairs, town halls and seminars are allowed however the primary purpose of the event must be to provide information about Veterans benefits. (*Refreshments & food over \$500.00 must be pre-approved*)

### Returning Service Member Reintegration

- Including travel expenses to official reintegration events
- **Veteran Trainings/Webinars**

### Veteran Medallions

- **Veteran Medallion Samples (VA Marker)** (three sizes) to display in the office
- **Veteran Cemetery Markers/Flag Holders** (Replacement of damaged/stolen MDVA supplied)
- **Veteran Cemetery Markers/Flag Holders** (New for Veterans not eligible for MDVA supplied)

**Gift Cards (gas, food, bus, hotel etc.)** All Gift Card purchases applied to a grant in a given year must be logged on the Gift Certificate Log and be distributed to Veterans within the same grant period.

**CVSO Staff Meals** related to official travel for required training are allowable as specified in Chapter 15 – Expense Reimbursement per the State of Minnesota “Commissioner’s Plan” located at [www.mn.gov/mmb](http://www.mn.gov/mmb) Website.

**Expenses related to the collaboration with other social service agencies**, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.

*Note: A detailed Account Activity Statement including 1) Veteran Name, 2) Total Dollars, 3) Payee info and 4) Description is required for the Final Closeout Report.*

**\*NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.**

### Items Not Approved:

- Direct cash assistance payments to Veterans, their survivors or dependents.
- Donations & Sponsorships (including donations to Veteran Service Organization events)
- Payments made to a third party on behalf of a veteran, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc. with prior State approval.

## Attachment B

**MDVA Grant Manual Rev. 4** (available on the MDVA Website - Grants Page:  
<https://mn.gov/mdva/resources/federalresources/grants/>)

# Attachment C

## County Budget EXAMPLE - County Veteran Service Office Program

Report ID: LABAA601 - ABC04E Rev 6/27/2015  
Run Date: 04/15/2016 11:41 AM

County of  
Revenues and Expenses by Unit - Budget Vs Actual for BFY 2016  
Thru Period: 3/2016

Page 1 of 3

Fund: 0105 - Human Services Fund		Dept: 6811 - VETERANS SERVICES			Unit: 1931 - Veterans Services			Budget Vs Actual	
Code	Object / Sub-Object Name	Current Period		Year To Date		Current Budget	Amount Available	Percent Available	
		Encumbrances	Expenditures/Revenues	Encumbrances	Expenditures/Revenues				
<b>Expenses</b>									
Appr: AA1 Salaries & Benefits									
0111	Full-Time Salaries		\$23,092.95	\$23,092.95	\$45,254.21	\$45,254.21	\$158,715	\$153,461.35 77.23 %	
0113	Overtime Salaries						\$0	\$0.00 0.00 %	
0116	On-Call						\$25,500	\$25,500.00 100.00 %	
0120	Vacation		\$2,101.79	\$2,101.79	\$0,280.13	\$0,280.13	\$0	\$3,280.13 0.00 %	
0121	Holiday				\$3,070.30	\$3,070.30	\$0	\$3,070.30 0.00 %	
0122	Sick Leave		\$445.04	\$445.04	\$1,130.85	\$1,130.85	\$0	\$1,130.85 0.00 %	
0124	Misc Non-Productive						\$0	\$0.00 0.00 %	
0140	Employee Reimbursement Salary Expenses Subtotal		\$28,639.79	\$28,639.79	\$54,714.49	\$54,714.49	\$234,261	\$168,548.57 75.60 %	
0105	Life Insurance				\$123.74	\$123.74	\$970	\$910.06 84.15 %	
0101	Health Insurance		\$1,850.50	\$1,850.50	\$11,703.00	\$11,703.00	\$32,554	\$20,981.04 64.48 %	
0152	Para-County Share		\$1,228.79	\$1,228.79	\$4,245.12	\$4,245.12	\$14,407	\$10,160.79 70.53 %	
0103	Para-County Share		\$1,228.67	\$1,228.67	\$4,241.45	\$4,241.45	\$19,202	\$10,960.31 57.10 %	
0106	Other Post Emp Benefits						\$0	\$2,917.00 100.00 %	
0157	Benefits Administration						\$1,574	\$1,574.00 100.00 %	
0102	Dental Insurance		\$65.00	\$65.00	\$500.20	\$500.00	\$1,249	\$1,016.86 81.07 %	
0102	LT Disability Ins				\$45.27	\$45.27	\$0	\$201.09 100.00 %	
Appr AA1 Total:		\$0.00	\$30,141.95	\$30,141.95	\$76,614.87	\$76,614.67	\$239,579	\$211,254.32 74.27 %	
<b>Expenses</b>									
Appr: AA2 Charges & Services									
0208	Staff Development				\$1,373.44	\$1,373.44	\$3,550	\$3,575.56 100.23 %	
0211	Telephone & Communications		\$129.81	\$129.81	\$434.58	\$434.58	\$2,000	\$1,995.00 79.75 %	
0272	Postage & Freight		\$200.24	\$200.24	\$612.73	\$612.73	\$3,300	\$2,587.27 78.43 %	
0200	Printing & Binding						\$0	\$400.00 100.00 %	
0231	PUBS/Info & Advertising		\$382.50	\$382.50	\$392.50	\$392.50	\$100	\$200.50 20.05 %	
0202	Memberships & Dues				\$260.20	\$260.20	\$0	\$100.00 27.18 %	
0202	Courtesy Rates & Maintenance						\$1,055	\$1,055.00 100.00 %	
0201	Insurance		\$182.34	\$182.34	\$497.02	\$497.02	\$1,000	\$1,400.50 70.51 %	
0410	Office Supplies & Stationery		\$119.72	\$119.72	\$119.72	\$119.72	\$1,200	\$1,030.28 85.82 %	
0401	Books & Periodicals						\$0	\$200.00 100.00 %	
0401	Gasoline (Travel) & Other Fuels		\$233.14	\$233.14	\$990.18	\$990.18	\$0,352	\$8,711.82 84.01 %	
0404	Other Vehicle Records & Maint				\$107.07	\$107.07	\$2,300	\$2,192.81 95.34 %	
Appr AA2 Total:		\$0.00	\$1,288.25	\$1,288.25	\$4,297.16	\$4,297.16	\$26,893	\$22,053.34 84.11 %	
<b>Expenses</b>									
Appr: AA3 Computers, Equipment & Furniture									
0810	Furniture & Equipment						\$0	\$0.00 0.00 %	
0811	Computer Equipment						\$0	\$0.00 0.00 %	
Appr AA3 Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0.00 0.00 %	
<b>Expenses</b>									
Appr: AA4									
0111	Full-Time Salaries		\$0,386.50	\$0,386.50	\$12,750.21	\$12,750.21	\$38,001	\$47,130.98 78.71 %	
0120	Vacation		\$401.66	\$401.66	\$678.84	\$678.84	\$0	\$4,070.94 100.00 %	
0121	Holiday				\$1,003.62	\$1,003.62	\$0	\$1,000.00 100.00 %	
0124	Misc Non-Productive						\$0	\$0.00 0.00 %	
0140	Employee Reimbursement Salary Expenses Subtotal		\$8,336.06	\$8,336.06	\$14,432.07	\$14,432.07	\$59,886	\$48,463.80 75.91 %	
0105	Life Insurance				\$49.80	\$49.80	\$333	\$328.46 84.54 %	
0101	Health Insurance		\$320.60	\$320.60	\$1,861.80	\$1,861.80	\$0	\$1,191.19 64.52 %	
0152	Para-County Share		\$337.82	\$337.82	\$1,178.83	\$1,178.83	\$4,341	\$3,160.54 72.82 %	
0103	Para-County Share		\$331.80	\$331.80	\$1,146.54	\$1,146.54	\$4,581	\$2,434.34 53.14 %	
0106	Other Post Emp Benefits						\$0	\$200.00 100.00 %	
0157	Benefits Administration						\$74	\$74.00 100.00 %	
0102	Dental Insurance		\$25.50	\$25.50	\$158.10	\$158.10	\$200	\$200.00 100.00 %	
0102	LT Disability Ins				\$19.32	\$19.32	\$0	\$484.88 75.41 %	
Appr AA4 Total:		\$0.00	\$7,842.88	\$7,842.88	\$18,888.66	\$18,888.66	\$71,149	\$62,360.42 73.49 %	
<b>Expenses</b>									
Appr: AA5									
0208	Staff Development				\$696.72	\$696.72	\$3,100	\$2,413.28 77.85 %	
0211	Telephone & Communications		\$33.61	\$33.61	\$71.05	\$71.05	\$0	\$71.05 100.00 %	
0216	Telephone Cards		\$25.22	\$25.22	\$52.04	\$52.04	\$10	\$280.30 83.37 %	
0202	Memberships & Dues				\$100.00	\$100.00	\$100	\$170.00 66.67 %	
0410	Office Supplies & Stationery				\$75.00	\$75.00	\$0	\$75.00 100.00 %	
Appr AA5 Total:		\$0.00	\$163.63	\$163.63	\$1,016.97	\$1,016.97	\$3,710	\$2,697.16 72.64 %	
<b>Expenses</b>									
Appr: AA6 Intra-Departmental									
0502	IG-ITS		\$801.75	\$801.75	\$1,191.47	\$1,191.47	\$5,058	\$3,871.53 75.84 %	
0504	IG-Campus Rental		\$419.00	\$419.00	\$1,287.00	\$1,287.00	\$5,020	\$3,773.00 73.51 %	
Appr AA6 Total:		\$0.00	\$1,220.75	\$1,220.75	\$2,478.47	\$2,478.47	\$10,078	\$7,644.53 75.74 %	
<b>Unit 1931 Expenses Total:</b>		\$0.00	\$9,153.28	\$9,153.28	\$12,383.54	\$12,383.54	\$12,051	\$42,708.95 73.72 %	
<b>Revenues</b>									
Unit 1931 Revenues Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,025	\$34,025.00 100.00 %	
Tax Levy:			\$4,263.01		\$12,788.02		\$34,025	\$34,025.00 100.00 %	
Total Revenues, including Tax Levy			\$4,263.01		\$12,788.02		\$34,025	\$34,025.00 100.00 %	
Net Surplus / (Usage)			(4,888.28)		(16,094.62)				
<b>Expenses</b>									
Appr: AA9									
0807	IG-LEAP		\$978.00	\$978.00	\$878.00	\$878.00	\$3,812	\$2,934.00 74.80 %	
0801	IG-Campus Services						\$7,020	\$1,050.00 100.00 %	
0802	IG-ITS		\$2,810.03	\$2,810.03	\$4,831.24	\$4,831.24	\$15,226	\$10,274.76 67.50 %	
0804	IG-Campus Rental		\$1,268.00	\$1,268.00	\$3,774.00	\$3,774.00	\$10,091	\$11,317.00 74.80 %	
Appr AA9 Total:		\$0.00	\$4,064.03	\$4,064.03	\$10,523.24	\$10,523.24	\$38,209	\$32,626.74 72.78 %	
<b>Revenues</b>									
Unit 1930 Revenues Total:		\$0.00	\$4,064.03	\$4,064.03	\$0.00	\$0.00	\$36,071	\$28,598.52 79.27 %	
HTS - Vets Enhancement Grant					\$17,500.00	\$17,500.00	\$0	\$17,500.00 100.00 %	
Reserve Lease - LEAP							\$3,072	\$3,072.00 100.00 %	
Unit 1930 Revenues Total:		\$0.00	\$4,064.03	\$4,064.03	\$17,500.00	\$17,500.00	\$39,143	\$13,588.00 34.74 %	
Tax Levy:			\$29,346.69		\$88,039.75		\$332,183		
Total Revenues, including Tax Levy			\$29,346.69		\$105,639.75		\$332,183		
Net Surplus / (Usage)			(7,099.46)		(16,055.28)				

# Attachment D

## County Board Resolution EXAMPLE

### RESOLUTION OF ABC County

BE IT RESOLVED by ABC County that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the ABC County that John Smith the County Veteran Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a monthly meeting of the County Board Chair this second day of August, 2018.

Board Chair Signature  
Authorized Signature and Title

August 2, 2018  
Date

STATE OF MINNESOTA

ABC County

I, Clerk Name, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said ABC County, that I have compared the above resolution with the original passed and adopted by the County Board of said ABC County at a monthly meeting thereof held on the first Thursday of August, 2018 at 7:30 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first Thursday of August, 2018, and have hereunto affixed the seal of the County.

Clerk Signature Authorized Signature and Title

Raised County Seal

# Attachment E

## Final Report & Budget Expenditure Spreadsheet

CVSO Grant Expenditure Spreadsheet					
<b>Instructions:</b> 1. Table I - Input Grantee's original Budget info. 2. Table II - Input Grantee's expenditure totals.					
Date: _____					
Organization Name: _____					
Representative Name: _____					
Total Grant Expenditures Amount: \$ _____					
Payment Request Period: <b>FY2019</b>					
<b>Table I - Enter original budget submitted at the beginning of the grant period.</b> Note: To maintain formulas... copy & paste when adding rows.					
Table I - Budget					
Budget Class	Budget Category (e.g. Publicity, Travel, Equipment etc.)	FY2019 (Subtotal by Budget Category)			
ADMINISTRATION					
OPERATIONS					
SUPPORT SERVICES					
Column Total		\$ -			
SECTION ONE - CVSO Progress Report/Summary Statement					
<b>Grant Expenditure Summary Statement</b> In the space provided below, in 1-2 paragraphs please describe the background/context for this years' CVSO grant expenditures. For instance:					
<ul style="list-style-type: none"> <li>• Do grant expenditures address a particular "gap" in services to Veterans unique to your County?</li> <li>• Are your expenditures related to new programming this year?</li> <li>• Are there other significant "gaps" in services unique to your County?</li> </ul>					
SECTION TWO - CVSO Metrics					
1. Total number of Full-time (% FTE) CVSO Staff (filled): _____ 2. Total number of Full-time (% FTE) CVSO Staff (open): _____ 3. Total County CVSO Program Budget: _____ 4. Total Number Veteran/Family Office Visits: _____ 5. Total Number Veteran/Family Outreach Visits: _____					
SECTION THREE - Itemized Budget Expenditures					
Note: To maintain formulas... copy & paste when adding rows.					
Table II - Budget Expenditures - Enter actual budget expenditures here. (See					
BUDGET CLASS	Budget Category (e.g. Publicity, Computer Equipment, Gift Cards etc.)	Budget Item (e.g. Star Tribune, Apple Store, Office Max.)	Pg #s	Total Expenditures (e.g. Receipts)	TOTAL EXPENDITURES
				<b>FY2019</b>	
ADMINISTRATION					\$ -
OPERATIONS					\$ -
SUPPORT SERVICES					\$ -
Column Total		\$ -		\$ -	\$ -

# Attachment E

## Final Report & Budget Expenditure Spreadsheet

### Section Three – Example

	A	B	C	D	E	F
1	<b>Budget Expenditure Spreadsheet Example</b>					
2	Enter each individual invoice/receipt expenditure separately. Adding rows as needed and adjust the Excel formulas.			*Page #	Total Expenditures (e.g. Receipts)	TOTAL EXPENDITURES by Budget Category (to Date)
3	BUDGET CLASS	Budget Category (e.g. Publicity, Travel, Equipment etc.)	Budget Item (e.g. Star Tribune, Apple Store, Office Max.)	FY2019		
4						
5	ADMINISTRATION					\$ -
6						
7	OPERATIONS	Advertising	Advertising - Star Tribune	3-9	\$ 4,050.00	\$ 10,452.89
8			Advertising - Pioneer Press	7-10	\$ 750.00	
9		"	Advertising - Lamar (Billboard)	7-10	\$ 1,080.00	
10		Equipment	Equipment (iPhone)	11-15	\$ 1,294.00	
11		Travel	(See Travel Log for individual expenditures)	16	\$ 2,578.90	
12		Computer Software	Best Buy	17-22	\$ 699.99	
13	SUPPORT SERVICES	Veteran Services & Events	Veteran Transportation to Medical Appointment	23-27	\$ 897.21	\$ 2,486.21
14			Homeless Veteran Lodging (2 nights)	28-33	\$ 386.68	
15			Veteran Booth at County Fair	34-40	\$ 1,202.32	
16	Column Sub-Total				\$ 12,939.10	\$ 12,939.10
17	Difference Paid by the County				\$ (939.10)	\$ (939.10)
18	Column Total				\$ 12,000.00	\$ 12,000.00



# Roseau County Request for Board Action

<b>Agenda Item #: Consent 4</b> <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 14, 2018	<b>Originating Department:</b> Treasurer
<b>Subject Title (as it will appear on the Agenda):</b> County Investment Policy	<b>Presenter:</b> Diane M. Gregerson	
	<b>Estimated Amount of Time Needed for Discussion:</b> <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	
<b>Board Action Requested:</b> Consider adoption of the attached Investment Policy.		
<b>Background:</b> Our Investment Policy has been updated upon the recommendation of the State Auditor.		
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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 _____		

---

Roseau County, Minnesota

*Investment Policy*

---

*Diane M. Gregerson, Roseau County Treasurer*

## **Section 1 Purpose**

The purpose of this policy is to set forth the investment objectives and parameters for the management of the public funds of Roseau County. This investment policy is designed to: safeguard funds on behalf of the County, assure the availability of operating and capital funds when needed, ensure compliance with applicable Minnesota statutes 118A.04 and 118A.05, and provide a competitive investment return in light of statutory restrictions.

## **Section 2 Scope**

In accordance with accounting standards, financial reporting guidelines and Minnesota statutes, this investment policy applies to all cash and investments held or controlled by the County Treasurer on behalf of the County.

## **Section 3 Investment Objectives**

The primary objectives of the County, in priority order, of investment activities shall be safety, liquidity and yield.

### *A. Safety of Principal*

The foremost objective of this investment policy is to ensure the safety of the principal of public funds. Investment transactions shall be undertaken in a manner to ensure the preservation of capital in the overall portfolio. This objective also includes minimizing credit and interest rate risk.

#### 1. Custodial Credit Risk

**Deposits:** The county will minimize deposit Custodial Credit Risk, which is the risk of loss of failure of the depository bank, by obtaining collateral or bond for all uninsured amounts on deposit, and obtaining necessary documentation to show compliance with statutes 118A.03 and a perfected security interest under federal law. The market value of collateral pledged shall be at least ten percent more than the amount on deposit at the close of the financial institutions banking day not covered by insurance or bonds.

**Investments:** The county will minimize investment Custodial Credit Risk by permitting brokers that obtained investments for the county to hold them only to the extent there is SIPC and excess SIPC coverage available. Securities purchased that exceed available SIPC coverages shall be transferred to the county's custodian.

#### 2. Concentration Credit Risk

The County will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the County's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized. This will be based on the applicable opinion units. Investments issued or guaranteed by the US government,

mutual funds, external investment pools, and other pooled investments are excluded.

### 3. Interest Rate Risk

The County will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by: 1) structuring the investment portfolio so that securities mature to meet cash requirement for ongoing operations, thereby avoiding the need to sell securities in the open market; and 2) investing operating funds primarily in the shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the County's cash requirements.

### 4. Foreign Currency Risk

The County is not authorized to invest in investments which have this type of risk.

#### *B. Maintenance of Liquidity*

All County Funds shall be managed that they are available to meet reasonably anticipated cash flow requirements.

#### *C. Yield/Return on Investment*

The County investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the applicable investment risk constraints and liquidity needs. It is understood that return on investment is of secondary importance when compared to the safety and liquidity objectives described above. Interest earned will be credited to the County General Fund.

## **Section 4      MANAGEMENT OF INVESTMENTS**

The County Treasurer shall be designated the depository of county funds as per statutes 118A.02. The County Treasurer is responsible for overseeing the day-to-day management of County investments. The County Treasurer shall be responsible for the transferring of appropriate funds to affect investment transactions, for the investment of operating funds, and bond proceeds in accordance with Statutes 385.07.

## **Section 5      STANDARDS OF PRUDENCE**

The standard of prudence used by the County Treasurer shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. The Prudent Person standard states:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, considering the probable safety of their capital as well as the probable investment return to be derived from the assets.”

## **Section 6 ETHICS AND CONFLICTS OF INTEREST**

The County Treasurer involved in the investment process shall avoid any activity that conflicts with the County’s investment program or which could cause others to question whether or not impartial investment decisions are being made.

The County Treasurer, acting in accordance with Minnesota Statutes and these policies shall not be held personally responsible for any loss sustained from the deposit or investment of funds (118A.02). The County Treasurer shall not be personally liable for any losses incurred as a result of any negligence while acting in the good faith performance of his/her duties. This provision shall not act to release any bond or insurance from its obligation to reimburse the county for any losses sustained.

## **Section 7 AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS**

Each depository used by the County must be one of the following:

- A. a savings association;
- B. a commercial bank;
- C. a trust company

County funds will be invested in instruments which meet statute 118A.04 requirements which may include but are not limited to:

- A. In governmental bonds, notes, bills, mortgages, and other securities, which were direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.
- B. In a general obligation of a state or local government with taxing powers which was rated “A” or better by a national bond rating service.
- C. In a revenue obligation of a state or local government with taxing powers which was rated “AA” or better by a national bond rating service.
- D. In a general obligation of the Minnesota Housing Finance Agency which was a moral obligation of the State of Minnesota and is rated “A” or better by a national bond rating service.
- E. In time deposits fully insured by the Federal Deposit Insurance Corporation.

All banks, brokers and other financial institutions shall ensure the safety of deposits with a bond, letter of credit, pledged collateral, or FDIC coverage.

All brokers, dealers and other financial institutions approved by the County shall be provided with current copies of this investment policy and shall provide in return to the County Treasurer, certification of having read, understood and agreement to comply with this investment policy.

## **Section 8 AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION**

Funds may be invested in the following:

- A. Any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;
- B. Any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service;
- C. A general obligation of the MN housing finance agency which is a moral obligation of the state of MN and is rated "A" or better by a national bond rating agency; and
- D. Any security which is an obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to section 126C.55.

Investments and Depositories are restricted to those complying with the applicable sections of Minnesota Statutes 118A. Listed below are some specific examples:

- A. United States Government Securities
- B. United States Government Agencies
- C. Federal Instrumentalities (United State Government-Sponsored Enterprises)
- D. Certificates of Deposit
- E. Registered Investment Companies (Money Market Mutual Funds)
- F. MAGIC Fund
- G. Certain Mutual Funds

## **Section 9 INTERNAL CONTROLS**

The County Treasurer shall establish, document, and monitor a system of accounting and internal controls, which shall be reviewed by the County's selected independent auditor. The controls shall be designed to prevent the loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Assurance that investments are in conformity with state laws will be obtained from the vendor selected.

## **Section 10 POLICY CONSIDERATIONS**

Any investment held at the time of the implementation of this policy that meets the requirements of Minnesota Statutes but does not meet the guidelines of this policy, shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

This policy shall be reviewed from time to time. The County Board must adopt any changes to this policy.

## **CERTIFICATION OF AUTHORIZED INSTITUTION**

\_\_\_\_\_ acknowledges it has read, understands and agrees to comply with the Investment Policy of Roseau County.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_







# Roseau County Request for Board Action

<b>Agenda Item #: County Board 1</b> <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 14, 2018	<b>Originating Department:</b> Commissioners
<b>Subject Title (as it will appear on the Agenda):</b> Township Road Maintenance	<b>Presenter:</b> Russell Walker	
	<b>Estimated Amount of Time Needed for Discussion:</b> <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	
<b>Board Action Requested:</b> Board discussion concerning the availability of ConCon dollars to maintain township roads used by loggers for timber removal from the Beltrami Island State Forest.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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 _____		

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



## WARROAD RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

<b>Name of Nominating Agency:</b>	Roseau County Board of Commissioners
<b>Name of Nominee:</b>	<b>JEFF O'DONNELL</b>

<b>Mailing Address</b>	30589 600TH AVE	<b>Work Phone</b>	
<b>City</b>	WARROAD	<b>Home Phone</b>	386-1686
<b>Zip Code</b>	56763	<b>Cell Phone</b>	218-689-1346
<b>County</b>	ROSEAU	<b>E-Mail Address</b>	odonnell@wiktel.com

1. Do you reside within the boundaries of the watershed? YES  NO
  
2. How long have you been a resident of the Warroad River Watershed District?  
61 years
3. What is your physical address?  
30589 600th ave warroad mn 56763
4. Is this the address where you receive mail? YES  NO
  
5. What is the address on your driver's license?  
30589 600th ave
  
6. Are you a registered voter? YES  NO
7. In which precinct are you registered to vote? moranville
  
8. Why are you interested in serving on the watershed board?  
served on the board for 20 plus year and have some projects in progress that i would like to follow through and see completed



## WARROAD RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

9. What qualifies you to serve as a manager of the watershed district?  
20 years plus experience
10. How would you/do you respond to issues that come before the watershed board that personally affect your situation?  
be open minded follow the watershed guide lines and discuss with other board member and thier opinion
11. Water is a controversial topic. How will you/do you handle disputes on the watershed board and with other entities such as county, state, or other watersheds?  
with common sence
12. What in your opinion is the Warroad River Watershed currently doing well? How could the Warroad River Watershed improve?  
watershed is doing very will and keep going in same direction

Do you have any other comments you wish to share?

no

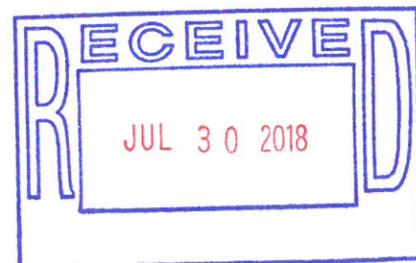
THANK-YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE

## WARROAD RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

<b>Name of Nominating Agency:</b>	Roseau County Board of Commissioners
<b>Name of Nominee:</b>	Brian W. Schaible, PE

<b>Mailing Address</b>	105 Cedar Court	<b>Work Phone</b>	218-386-4342
<b>City</b>	Warroad	<b>Home Phone</b>	218-386-1782
<b>Zip Code</b>	56763	<b>Cell Phone</b>	218-689-0157
<b>County</b>	Roseau	<b>E-Mail Address</b>	briansch@centurytel.net

1. Do you reside within the boundaries of the watershed? YES  NO
  
2. How long have you been a resident of the Warroad River Watershed District?  
33 years
3. What is your physical address?  
105 Cedar Court, Warroad, MN 56763
4. Is this the address where you receive mail? YES  NO
5. What is the address on your driver's license?  
105 Cedar Court, Warroad, MN 56763
6. Are you a registered voter? YES  NO
7. In which precinct are you registered to vote? Lake Township
8. Why are you interested in serving on the watershed board?  
As a civil engineering graduate, I have an interest in hydraulics and hydrology (on the technical side). Bringing some technical background to the board may be helpful as a manager. I would also consider an appointment such as this "giving back" to the community.



## **WARROAD RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE**

9. What qualifies you to serve as a manager of the watershed district?

I have worked extensively with outside consultants and engineers on various projects at my regular job. I have also performed a substantial amount of work in Roseau County related to floodplain management including executing elevation certificates and applications for removal from the floodplain. I am currently the building and zoning official for the City of Warroad. +

10. How would you/do you respond to issues that come before the watershed board that personally affect your situation?

I understand there may be issues that affect a relatively large population of people that includes me. I would do my best to keep the health, safety and welfare of all people affected at the forefront.

11. Water is a controversial topic. How will you/do you handle disputes on the watershed board and with other entities such as county, state, or other watersheds?

I would first seek to understand the problem and determine what are the rules governing the topic and/or who has jurisdiction. I would also inquire if a reasonable policy has been established. It is important to separate rule or good policy from subjectivity, and to fully understand the issue and its impact.

12. What in your opinion is the Warroad River Watershed currently doing well? How could the Warroad River Watershed improve?

The Watershed has a web site which is a great communication tool and a means to transfer information. Some of the information on the web site, over time, can become outdated or appear confusing. Periodic updates or reviews should be conducted.

Do you have any other comments you wish to share?

**THANK-YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE**



# Roseau County Request for Board Action

<b>Agenda Item #: County Board 3</b> <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 14, 2018	<b>Originating Department:</b> Commissioners
<b>Subject Title (as it will appear on the Agenda):</b> Lake of the Woods 1W1P Governance Structure		<b>Presenter:</b> Glenda Phillipe
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Requesting the Board support the selection of a Joint Powers Collaboration as the preferred governance structure to oversee adoption and implementation of the LOW 1W1P.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b>		
<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

<b>Agenda Item #:</b> County Board 4 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 14, 2018	<b>Originating Department:</b> Coordinator
<b>Subject Title (as it will appear on the Agenda):</b> Commissioner Committee Reports		<b>Presenter:</b> Commissioners
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Commissioners will present their Committee Reports.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b>		
<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  
July/August 2018 Meetings  
Glenda A. Phillippe  
District One**

- July 25: Warroad Watershed – Warroad**
- July 30: Election Training – Roseau**
- July 31: Safe Harbor – Warroad**
- August 1: RSVP – Crookston**
- August 7: Operations – Roseau**
- August 7: COW – Roseau**
- August 7: Warroad Back Pack Program**
- August 13: Warroad City Council – Warroad**

## JACK SWANSON COMMITTEE REPORTS

JULY 25, 2018 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY

JULY 26, 2018 - POLARIS WORKFORCE ROUNDTABLE

JULY 26, 2018 - ROSEAU SCHOOL BOARD; approved 3.5% salary increase and health insurance stipend for bus drivers, mechanic

AUGUST 1, 2018 - COMMUNITY JUSTICE COORDINATING COMMITTEE

AUGUST 3, 2018 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (INTERNATIONAL FALLS); PILT payments to counties

AUGUST 9, 2018 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE (TELECONFERENCE)

AUGUST 13, 2018 - ROSEAU COUNTY EXTENSION COMMITTEE