

## REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on August 28, 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. Lee Meier, NWMNHRA Director – Annual HRA update

**9:20 Consent Agenda**

1. August 14, 2018 Board Proceedings
2. Appraiser Trainee Hire - Assessor

**9:25 Department Reports**

1. Assessor
  - a. County Abatement Policy
2. Auditor
  - a. County-Owned Land Sale – City of Greenbush

**9:35 Committee Reports**

1. Extension
  - a. Memorandum of Agreement (MOA) Revision

**9:50 County Board Items**

1. Two Rivers Plus One Watershed One Plan (1W1P) - County Delegates
2. City of Roosevelt – Sidewalk Project
3. CD7 Bridge - Discussion
4. Commissioner Committee Reports

**10:30 Unfinished Business**

**10:30 Adjourn**

**\*Limited to five minutes**



# Roseau County Request for Board Action

|                                                                                                                                                                                                                                                                                                                                                    |                 |                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item #:</b> Delegations 1<br><small>(for office use only)</small>                                                                                                                                                                                                                                                                        |                 |                                                                                                                                                                                                                                                                                                  |
| <b>Requested Board Date:</b>                                                                                                                                                                                                                                                                                                                       | August 28, 2018 | <b>Originating Department:</b> NW MN HRA                                                                                                                                                                                                                                                         |
| <b>Subject Title (as it will appear on the Agenda):</b><br>NW MN Multi-County HRA – Annual Program Update                                                                                                                                                                                                                                          |                 | <b>Presenter:</b> Lee Meier                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                    |                 | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>Housing Rehabilitation Authority (HRA) will be asking the County Board for a letter of support to extend the HRA levy legislation in the 2019 legislative session.                                                                                                                                               |                 |                                                                                                                                                                                                                                                                                                  |
| <b>Background:</b><br>Annual review of HRA activities in the 8 counties served by the NW MN Multi-County HRA.                                                                                                                                                                                                                                      |                 |                                                                                                                                                                                                                                                                                                  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None                                                                                                                                                                                                                                        |                 |                                                                                                                                                                                                                                                                                                  |
| <b>Agenda Classification for County Board Meeting:</b><br><input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                 |                                                                                                                                                                                                                                                                                                  |



# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 14, 2018

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, August 14, 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 Jeff Pelowski, Brian Ketring, Joleen Kezar, Martie Monsrud, Dennis Strandlund, Donald Strandlund, RoseAnn Strandlund, Merlin Nelson, Janine Lovold, Martin Howes, Scott Allison, and Joe Vene.

## APPROVAL OF AGENDA

Appointment of the 2018 General Election Canvassing Board was added to Department Reports, and the CD7 Bridge issue was added to County Board Items. A motion to approve the amended Agenda was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Board Chair Phillipe commented on the Retired and Senior Volunteer Program (RSVP) recognizing that Stuart Halvorson, Helen Bergland, Gertrude Hoglin, and Jane Smith from Roseau, and Lois Barth from Warroad have amassed over 4,500 volunteer hours.

## APPROVE BILLS

A motion was made by Commissioner Falk, seconded by Commissioner Swanson, and carried unanimously to approve the payment of the following warrants (warrant #'s: 138006 to 138167):

### Warrants Approved For Payment 7/26/2018

| <u>Vendor Name</u>                | <u>Amount</u>    |
|-----------------------------------|------------------|
| AFLAC                             | 3,745.12         |
| AMERICAN LEGION POST 88 GREENBUSH | 4,000.00         |
| POLARIS INDUSTRIES INC            | 7,462.70         |
| RIVERFRONT STATION                | 3,789.08         |
| 6 Payments less than 2,000.00     | 3,307.84         |
| <b>Final Total:</b>               | <b>22,304.74</b> |

### Warrants Approved For Payment 8/02/2018

| <u>Vendor Name</u>             | <u>Amount</u>    |
|--------------------------------|------------------|
| JOHNSON/LAURE A                | 3,526.88         |
| LIFECARE MEDICAL CENTER        | 28,237.48        |
| ROSEAU/LOW SPORTSMAN CLUB      | 5,631.41         |
| 14 Payments less than 2,000.00 | 7,170.68         |
| <b>Final Total:</b>            | <b>44,566.45</b> |

### Warrants Approved For Payment 8/09/2018

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------|---------------|
| CENTURYLINK        | 3,471.52      |

|                                      |                   |
|--------------------------------------|-------------------|
| CO-OP SERVICE INC                    | 3,333.52          |
| COSSETTE ELECTRIC                    | 143,264.21        |
| COULOMBE CONSULTING                  | 4,160.00          |
| DEARBORN NATIONAL LIFE INSURANCE     | 3,513.61          |
| MN DEPT OF FINANCE -TREAS            | 2,147.00          |
| MN DEPT OF FINANCE -TREAS            | 2,227.50          |
| MN JUDICIAL BRANCH                   | 31,549.46         |
| RIVERFRONT STATION                   | 2,923.93          |
| ROSEAU CITY                          | 12,473.81         |
| SUN LIFE ASSURANCE COMPANY OF CANADA | 2,174.18          |
| 19 Payments less than 2,000.00       | 10,963.40         |
| <b>Final Total:</b>                  | <b>222,202.14</b> |

#### **Warrants Approved On 8/14/2018 For Payment 8/17/2018**

| <u>Vendor Name</u>               | <u>Amount</u>     |
|----------------------------------|-------------------|
| B & B PLUMBING & HEATING INC     | 30,200.00         |
| CDW GOVERNMENT INC               | 12,518.00         |
| FARMERS UNION OIL CO-WARROAD     | 5,373.27          |
| GENERAL EQUIP & SUPPLIES INC     | 3,425.45          |
| INFORMATION SYSTEMS CORP         | 8,387.00          |
| LEES WORKSHOP                    | 12,026.00         |
| MAR-KIT LANDFILL                 | 42,651.50         |
| MSOP-MN SEX OFFENDER PROGRAM     | 4,464.00          |
| MULTI OFFICE PRODUCTS INC        | 2,702.32          |
| NORTHERN RESOURCES COOPERATIVE   | 20,745.10         |
| ONSOLVE                          | 11,800.00         |
| R & Q TRUCKING INC               | 2,204.12          |
| ROSEAU CO COOP ASSN              | 15,620.31         |
| ROSEAU CO HWY DEPT               | 11,089.98         |
| SEACHANGE                        | 3,496.62          |
| SJOBERG'S INC                    | 2,668.25          |
| SUMMIT FOOD SERVICE-DBA          | 6,053.72          |
| UNIVERSAL RECYCLING TECHNOLOGIES | 5,653.60          |
| ZIEGLER INC                      | 2,300.04          |
| 86 Payments less than 2,000.00   | 40,892.01         |
| <b>Final Total:</b>              | <b>244,271.29</b> |

In addition, the Board approved a forthwith payment of \$100.00 to Arlyn Vacura for beaver removal.

#### **DELEGATIONS**

##### RoseAnn Strandlund – CD 7 Bridge

RoseAnn Strandlund met with the Board to provide some additional information on the Bridge. To summarize, they are asking the County to repair both the bridge and the approach to the bridge. Following a lengthy discussion, Commissioner Swanson made a motion, seconded by Commissioner Phillippe, to authorize an engineering study to research the best option available to stabilize the ditch and to use ConCon funds to pay for any applicable repairs, on the condition that Strandlund's sign the Agreement prepared by the County's legal counsel, Rinke-Noonan. The motion failed on a 2-2 vote, with Commissioners Swanson and Phillippe voting in favor, Commissioners Falk and Foldesi opposed, and Commissioner Walker abstaining. There was no additional action taken.

### Scotty Allison, Beltrami County Veterans Service Officer – Bemidji Veterans Home Initiative

Scotty Allison met with the board to present an update on the Bemidji Veterans Home initiative. A PowerPoint presentation was provided. Joe Vene, a veteran from Beltrami County, and Roseau County VSO Martin Howes, also provided their support for this much needed project. They are contacting all the counties in the region plus businesses, service organizations, and private citizens to solicit donations and pledges for financial support. All local/State donations result in a 65% donation match from the Federal Government. Commissioner Swanson made a motion to pledge \$35,000 from Roseau County, seconded by Commissioner Falk, and carried unanimously.

## **CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Foldesi, seconded by Commissioner Falk, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the July 24, 2018 Board Proceedings; approved the Roseau County Trailblazers application for Exempt Permit; approved an “Operational Enhancement Grant Program” Resolution for the Veterans Service Office (Resolution No. 2018-08-01); and, approved adopting a revised County Investment Policy.

## **DEPARTMENT REPORTS**

### Auditor

Auditor Monsrud requested the Board appoint two Commissioners to serve on the 2018 Primary and General Election Canvassing Board. Commissioners Phillippe and Walker volunteered to serve on this Board. A motion was made by Commissioner Walker, seconded by Commissioner Swanson and carried unanimously to appoint Commissioners Phillippe and Walker to the 2018 Primary and General Election Canvassing Board.

Auditor Monsrud requested the Board approve tax abatements for Minnkota Power in the amount of \$5,500.10, and Northern States Power in the amount of \$11,996.07, for tax years 2016, 2017, and 2018 due to a tax calculation error discovered upon implementation of the new PRISM reporting system. A motion to approve the tax abatements was made by Commissioner Foldesi, seconded by Commissioner Falk, and carried unanimously.

## **COUNTY BOARD ITEMS**

### Township Road Maintenance

Commissioner Walker discussed damage to a road in Falun Township due to logging operations. He asked if ConCon funds could be used to repair the road. The Board discussed who is ultimately responsible for repairing roads damaged by private parties. A meeting will be scheduled with Shane Delaney, MnDNR, to discuss the State’s role in addressing road problems resulting from loggers who are fulfilling State contracts. Commissioner Falk made a motion to use ConCon dollars to repair the road, seconded by Commissioner Swanson, and carried unanimously.

### Warroad River Watershed Board Appointments

The Board reviewed applications to fill two positions on the Warroad River Watershed Board. A motion to appoint Brian Schaible and Jeff O’Donnell to three year terms on the Warroad River Watershed Board, commencing September 19, 2018 and concluding on September 18, 2021, was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously.

### Lake of the Woods 1W1P Governance Structure

Board Chair Phillipe requested the Board support the selection of a Joint Powers Collaboration as the preferred governance structure to oversee adoption and implementation of the LOW 1W1P. The difference between a Joint Powers Collaboration and a Joint Powers Agreement was discussed. A motion to support the Joint Powers Collaboration as the preferred governance structure for the LOW 1W1P was made by Commissioner Swanson, seconded by Commissioner Phillipe, and carried unanimously.

Commissioner Committee Reports (July 25, 2018 – August 13, 2018)

Commissioner Falk reported on the following committee(s): Operations/County Board Work Session; Roseau River Watershed District Board meeting; Roseau County Extension Committee meeting.

Commissioner Foldesi reported on the following committee(s): Roseau River Watershed District Board meeting.

Commissioner Phillipe reported on the following committee(s): Operations/County Board Work Session; Warroad Watershed District Board meeting; Election Training; Safe Harbor; RSVP meeting; Warroad Back Pack Program meeting; Warroad City Council.

Commissioner Swanson reported on the following committee(s): Roseau Economic Development Authority; Community Justice Coordinating Committee; Polaris Workforce Roundtable meeting; Roseau School Board meeting; Northern Counties Land Use Coordinating Board meeting; Statewide Emergency Communications Board Finance Committee teleconference meeting; Roseau County Extension Committee meeting; Roseau River Water Trail meeting.

Commissioner Walker reported on the following committee(s): Operations/County Board Work Session.

Upon motion carried, the Board adjourned the meeting at 10:55 a.m. The next Regular meeting of the Board is scheduled for August 28, 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



# Roseau County Request for Board Action

|                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                  |                                                  |
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| <b>Agenda Item #:</b> Consent 2<br><small>(for office use only)</small>                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                  |                                                  |
| <b>Requested Board Date:</b>                                                                                                                                                                                                                                                                                                                       | August 28, 2018                                                                                                                                                                                                                                                                                  | <b>Originating Department:</b> Assessor's Office |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Appraiser Trainee Hire                                                                                                                                                                                                                                                                  | <b>Presenter:</b> Liz Lund                                                                                                                                                                                                                                                                       |                                                  |
|                                                                                                                                                                                                                                                                                                                                                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |                                                  |
| <b>Board Action Requested:</b><br>Request the Board consider the hire of Nicholas Herling as an Appraiser Trainee, effective September 4, 2018. This is a regular full-time position starting at Grade 5, Step A.                                                                                                                                  |                                                                                                                                                                                                                                                                                                  |                                                  |
| <b>Background:</b><br>This position is being filled now in preparation for the additional workload coming when we convert to "True County" assessing where all work will be done within the Assessor's office. There were 35 applicants and 9 individuals interviewed.                                                                             |                                                                                                                                                                                                                                                                                                  |                                                  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                  |                                                  |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                                                                                                                                                                                                                                                                                                  |                                                  |



# Roseau County Request for Board Action

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Agenda Item #:</b> Department Reports 1a<br><small>(for office use only)</small>                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                  |                                         |
| <b>Requested Board Date:</b>                                                                                                                                                                                                                                                                                                                       | August 28, 2018                                                                                                                                                                                                                                                                                  | <b>Originating Department:</b> Assessor |
| <b>Subject Title (as it will appear on the Agenda):</b><br>County Abatement Policy                                                                                                                                                                                                                                                                 | <b>Presenter:</b> Liz Lund                                                                                                                                                                                                                                                                       |                                         |
|                                                                                                                                                                                                                                                                                                                                                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |                                         |
| <b>Board Action Requested:</b><br>Consider adoption of the revised Abatement Policy for Roseau County.<br><br>(Note: It must be stated, as a part of any Board action concerning this policy, that the County Auditor concurs with the delegation of power to approve any abatements on behalf of the County Board for up to \$1,000 in taxes.)    |                                                                                                                                                                                                                                                                                                  |                                         |
| <b>Background:</b><br>Per Minnesota Department of Revenue suggestion, the offices of Auditor, Treasurer, and Assessor have reviewed and revised an Abatement Policy for Roseau County. The Abatement Policy we currently have is from 1994 and is outdated.                                                                                        |                                                                                                                                                                                                                                                                                                  |                                         |
| <b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                  |                                         |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                                                                                                                                                                                                                                                                                                  |                                         |

## **ROSEAU COUNTY ABATEMENT POLICY**

**WHEREAS**, it is the intent of the County of Roseau to ensure fairness and equity to taxpayers while exercising prudence in the oversight of funds levied by units of government, and

**WHEREAS**, Minnesota Statute 375.192, Subd. 2, states that abatements shall be processed at the county level, without the approval of the Commissioner of Revenue, and

**WHEREAS**, Minnesota Statute 375.192, Subd. 2, grants the County Board discretionary authority in the approval or denial of applications for the abatement of tax, and

**WHEREAS**, Minnesota Statute 375.192, Subd. 4, states that the County Board may delegate to the County Auditor any authority, power or responsibility assigned to the County Board in approval of abatements and that the County Board shall prescribe the conditions for the delegation and may revoke delegation without good cause or prior notice. If the County Auditor holds elective office, no delegation shall be made unless the County Auditor concurs in the delegation, and

**WHEREAS**, it is the policy of Roseau County to consider all applications for abatement, and

**WHEREAS**, applications for abatement are not meant to take the place of Boards of Appeal and Equalization and should be used only as a method to correct clerical errors or for hardship. Abatements should not be used as a means to reduce conflict or controversy, are very costly and result in a direct loss of revenue without any provisions for the county or local units of government to recover those funds from any other source,

**NOW, THEREFORE BE IT RESOLVED**, the Roseau County Board of Commissioners adopts the following abatement procedures and provisions of Minnesota Statute 375.192, for processing applications for abatement as policy. This policy is effective August 28, 2018.

### **CRITERIA FOR CONSIDERING APPLICATIONS FOR ABATEMENT:**

- 1) All abatement applications originate in the County Assessor's Office.
- 2) The County Assessor and the County Auditor must first approve abatements prior to approval or denial by the County Board. (With exception of Abatement Applications for Penalty and Interest which need to first be approved by the County Treasurer and County Auditor.) The Assessor shall review the application to ensure it is completed with proper documentation and shall approve or deny the abatement. When necessary, the Assessor shall provide revised values prior to submission to the County Auditor for approval and processing.
- 3) The County Board delegates to the County Auditor the power to approve abatements on behalf of the County Board up to \$1,000 in taxes. Anything incurring a larger reduction in taxes must go to the County Board for approval.
- 4) Abatement applications involving less than \$50 in tax will not be considered with exception of mobile homes assessed as personal property and administrative adjustment (solid waste assessments, ditch assessments and rounding).
- 5) No applications for abatement of special assessments shall be approved unless it is accompanied by a recommendation for approval by the governmental unit responsible for the original assessment thereon.

- 6) All applications for abatement will be considered for:
  - a. Tax payable in the current year, or
  - b. Tax payable in the two prior years, if it is established that the abatement is for:
    - i. Clerical Error.
      1. Clerical Error is defined as:
        - a. Errors made by someone doing the work of a clerk, such as transposition of numbers, keypunch errors, and coding errors.
        - b. Clerical errors do not include errors of estimations or incorrect data used in making estimations such as incorrect record of the actual square footage or the number of bathrooms. These would be “errors in judgement” and do not qualify for an abatement.
      - ii. Failure of the taxpayer to file for a reduction or adjustment due to hardship, as determined by the County Board.
        1. Hardship is defined as follows:
          - a. Documented medical reasons during the applicable time period.
          - b. Documented disaster affecting the property or business (i.e. fire, flood, windstorm, etc.) during the applicable time period. As of the adoption of this abatement policy, Roseau County has not adopted the “Local Option Disaster Abatement” option as stated in Minnesota Statute 273.1233. Therefore, property is valued based on its condition as of the assessment date of January 2<sup>nd</sup> each year. If the condition changes, it will be re-assessed again the following January 2<sup>nd</sup>.
          - c. Documented proof the taxpayer is out of the area on military service during the applicable time period.
          - d. Other documented circumstances beyond the control of the taxpayer, at the discretion of the County Board.
        2. Hardship is only defined as the inability to apply for tax relief. Hardship is NOT defined as the individual’s ability to pay the property taxes (financial hardship).
- 7) Abatement applications for properties which sell below market value will not be considered by the County Board of Commissioners, Assessor or Auditor.
- 8) Homestead (including Special Agricultural Homestead) applications must have been received by the County Assessor by the state mandated deadline as stated in Minnesota Statute 273.124 unless one of the hardship criteria have been met. The requirements of ownership and occupancy as outlined in statutes still apply. Failure to meet the requirements and apply for homestead by the deadlines is not an acceptable reason to approve an abatement.
- 9) Abatements will not be granted if there is an error found in property acreage due to assessor maps or legal descriptions on record.



**NOTICE OF SALE**  
**COUNTY OWNED LAND (Old Greenbush Highway Shop)**

Oral Bids for the purchase of a parcel of County-owned fee land will be held on Tuesday, September 25, 2018, at 10:00 a.m. in the Roseau County Board Room.

Tract of land to be sold:

Lots Five (5), Six (6), Seven (7), and Eight (8), Block One (1) West Greenbush, according to the recorded plat thereof.

**MINIMUM SALE PRICE: \$20,000.00.**

TERMS AND CONDITIONS:

The full purchase price is due at the time of sale by cash or check. All sales are final, and no refunds or exchanges are permitted. In addition to the purchase price, the following fees will be collected at the time of sale:

State deed tax: 0.33% of the purchase price  
Deed filing fee: \$46.00  
Well certificate (if applicable): \$50.00

**All property is sold "as is". It is the responsibility of the buyer to determine property lines, boundaries and obtain access on or to the property. Roseau County makes no warranty to the physical condition of the property.**

**If the parcel is unsold, the parcel could be offered for sale at a later date and time.**

Roseau County, as Grantor, retains all minerals and mineral rights. Roseau County will prepare the Deed.



# Roseau County Request for Board Action

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------|
| <b>Agenda Item #:</b> Committee Report 1a<br><small>(for office use only)</small>                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                                          |
| <b>Requested Board Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | August 28, 2018 | <b>Originating Department:</b> Extension |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Memorandum of Agreement (MOA) Revision                                                                                                                                                                                                                                                                                                                                                                                   |                 | <b>Presenter:</b> Sandi Weiland          |
| <b>Estimated Amount of Time Needed for Discussion:</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                                          |
| <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes                                                                                                                                                                                                                                              |                 |                                          |
| <b>Board Action Requested:</b><br>I am looking for direction from the County Board to change the current MOA from 1.2 to 1.5 FTE. The University would attempt to hire a half time Program Coordinator by October, 2018. The cost for the last quarter of 2018 would be \$9,024 which is already a part of our approved 2018 budget. The Extension Committee voted to recommend the increase from .2 to .5 Program Coordinator for the 2019 budget year.                            |                 |                                          |
| <b>Background:</b><br>The past two years we had funds budgeted for this position (2017-.1) and (2018-.2) but have not been able to find anyone to apply. We feel the increase to .5 would make this position more attractive and open up many opportunities to collaborate and provide positive outcomes for youth to learn and lead. We believe the support of this position will keep youth out of the court system and out of home placement, which is a large cost to counties. |                 |                                          |
| <b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None                                                                                                                                                                                                                                                                                                                                                                         |                 |                                          |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input checked="" type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____                                                                                                                                  |                 |                                          |

**Attachment I**  
**Addendum to Memorandum of Agreement Between the University of Minnesota**  
**and Roseau County For providing Extension programs locally and Employing**  
**County Extension Staff**

This addendum replaces Table A in the Memorandum of Agreement. This Addendum for the 0.5 FTE 4-H Program Coordinator that will work with after school programs will remain in place for the term of the Memorandum of Agreement (December 31, 2018) and will be effective as of August 28, 2018.

Roseau County agrees to disperse already approved funds (2018 Extension budget) identified below to support the following Extension programs and positions in 2018:

The 0.5 FTE 4-H Program Coordinator will focus on after school programming.

| <u>Program</u>    | <u>Position</u>         | <u>FTE</u> | <u>Amount</u> |
|-------------------|-------------------------|------------|---------------|
| Youth Development | 4-H Program Coordinator | 1.0        | \$72,192      |
| Youth Development | 4-H Program Coordinator | 0.5        | \$36,096      |

Total \$108,288

The parties by their respective authorized agents or officers have executed this addendum.

COUNTY of Roseau

Regents of the University of  
Minnesota

BY \_\_\_\_\_  
Chair, County Extension Committee

By \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_  
Chair, County Board of Commissioners

DATE \_\_\_\_\_

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

**This Agreement** (“Agreement”) between the County of Roseau Minnesota (“County”) and the Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”) is effective January 1, 2019, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2019 and ending on December 31, 2021, unless earlier terminated as provided in paragraphs 8 and 9.

**WITNESSETH:**

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

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

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

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

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

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



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

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

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

If to County: Martha Monsrud, Roseau County Auditor-Treasurer  
606 5<sup>th</sup> Avenuen, SW, Suite 160  
Roseau, MN 56751  
E-mail: martie@co.roseau.mn.us

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

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

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

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

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

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

**COUNTY of Roseau**

**Regents of the University of Minnesota**

BY \_\_\_\_\_  
Chair, County Board of Commissioners

BY \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

Approved as to form:

BY \_\_\_\_\_  
County Attorney

DATE \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_



# Roseau County Request for Board Action

|                                                                                                                                                                             |                                            |                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item #:</b> County Board Item 1<br><small>(for office use only)</small>                                                                                           |                                            |                                                                                                                                                                                                                                                                                                  |
| <b>Requested Board Date:</b>                                                                                                                                                | August 28, 2018                            | <b>Originating Department:</b> SWCD                                                                                                                                                                                                                                                              |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Two Rivers Plus One Watershed One Plan (1W1P) - County Delegates                                                 |                                            | <b>Presenter:</b> Janine Lovold                                                                                                                                                                                                                                                                  |
|                                                                                                                                                                             |                                            | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>Requesting official County representatives (one primary and one alternate) to serve on the Policy Committee for the Two Rivers Plus 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

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|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item #:</b> County Board Item 2<br><small>(for office use only)</small>                                                                     |                 |                                                                                                                                                                                                                                                                                                  |
| <b>Requested Board Date:</b>                                                                                                                          | August 28, 2018 | <b>Originating Department:</b> Commissioners                                                                                                                                                                                                                                                     |
| <b>Subject Title (as it will appear on the Agenda):</b><br>City of Roosevelt – Sidewalk Project                                                       |                 | <b>Presenter:</b> Russell Walker                                                                                                                                                                                                                                                                 |
|                                                                                                                                                       |                 | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>Discuss using Unorganized Township 161N-39W (Oaks) Con Con funding for a sidewalk project in the City of Roosevelt. |                 |                                                                                                                                                                                                                                                                                                  |
| <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

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|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Agenda Item #:</b> County Board Item 3<br><small>(for office use only)</small>                           |                                                                                                                                                                                                                                                                                                  |                                              |
| <b>Requested Board Date:</b>                                                                                | August 28, 2018                                                                                                                                                                                                                                                                                  | <b>Originating Department:</b> Commissioners |
| <b>Subject Title (as it will appear on the Agenda):</b><br>CD7 Bridge - Discussion                          | <b>Presenter:</b> Roger Falk                                                                                                                                                                                                                                                                     |                                              |
|                                                                                                             | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |                                              |
| <b>Board Action Requested:</b><br>Ongoing discussion of the CD7 Bridge issue.                               |                                                                                                                                                                                                                                                                                                  |                                              |
| <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

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|-------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item #:</b> County Board Item 4<br><small>(for office use only)</small>                           |                 |                                                                                                                                                                                                                                                                                                  |
| <b>Requested Board Date:</b>                                                                                | August 28, 2018 | <b>Originating Department:</b> Coordinator                                                                                                                                                                                                                                                       |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Commissioner Committee Reports                   |                 | <b>Presenter:</b> Commissioners                                                                                                                                                                                                                                                                  |
|                                                                                                             |                 | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>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  
August 2018 Meetings  
Glenda A. Phillippe  
District One**

- August 14: Roseau County Board – Roseau**
- August 14: Highway Dept. - Roseau**
- August 14: Election Judge – Warroad**
- August 15: Hazardous Waste – TRF**
- August 15: Lake Township – Warroad**
- August 16: Warroad Parks and Rec – Warroad**
- August 17: Canvass Board – Roseau**
- August 21: Social Services – Roseau**
- August 21: Landwehr/Albrecht Lake Access: Warroad**
- August 22: 1W1P – Warroad**
- August 23: Warroad Watershed – Warroad**
- August 27: Insurance Committee - Roseau**
- August 27: Warroad City Council – Warroad**

## JACK SWANSON COMMITTEE REPORTS

AUGUST 14, 2018 - HIGHWAY COMMITTEE

AUGUST 14, 2018 - CREDIT CARD COMMITTEE

AUGUST 15, 2018 - NORTHWESTERN MINNESOTA HOUSING & REDEVELOPMENT AUTHORITY (THIEF RIVER FALLS); approved advertising for Executive Director

AUGUST 16, 2018 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (DULUTH); strategic planning

AUGUST 17, 2018 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (DULUTH); strategic planning and August board meeting

AUGUST 20, 2018 - ASSOCIATION OF MINNESOTA COUNTIES FINANCE COMMITTEE (ST PAUL); discussed 2019 AMC Budget

AUGUST 21, 2018 - SOCIAL SERVICES BOARD; 2019 budget

AUGUST 27, 2018 - ROSEAU COUNTY HEALTH INSURANCE COMMITTEE