

## REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **March 12, 2019, at 8:30 a.m.**, in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

**8:30 Call to Order**

1. Presentation of Colors
2. Approve Agenda
3. Comments and Announcements
4. Approve Bills

**8:35 Delegations/Board Appointments/Public Comments\***

1. Gretchen Memel & Scott Laudenslager (MnDNR) – Norris Camp/Baudette Wildlife Update
2. John Wynne – Rural Business Development Grant Opportunity

**9:15 Consent Agenda**

1. February 26, 2019 Board Proceedings
2. Application for Exempt Permit – HELPP, Inc.

**9:20 Department Reports**

**9:25 Committee Reports**

**9:30 County Board Items**

1. Lake of the Woods 1W1P Governance Structure
2. Commissioner Committee Reports

**10:00 Unfinished Business**

**10:00 Adjourn**

**\*Limited to five minutes**



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Board Appointment 1 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	March 12, 2019	<b>Originating Department:</b> MnDNR
<b>Subject Title (as it will appear on the Agenda):</b> Norris Camp / Baudette Wildlife Update	<b>Presenter:</b> Gretchen Memel / Scott Laudenslager	
	<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> Gretchen Memel and Scott Laudenslager (MnDNR) will meet with the Board to provide a Norris Camp / Baudette Wildlife Update.		
<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 checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Board Appointment 2 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	March 12, 2019	<b>Originating Department:</b> Coordinator
<b>Subject Title (as it will appear on the Agenda):</b> Rural Business Development Grant Opportunity		<b>Presenter:</b> John Wynne
		<b>Estimated Amount of Time Needed for Discussion:</b> <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
<b>Board Action Requested:</b> John will present the details associated with this upcoming grant opportunity.		
<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 checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

February 26, 2019

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Monday, February 26, 2019.

## CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Board Chair Jack Swanson. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, John Horner, Jack Swanson, Russell Walker and Daryl Wicklund. Others present were Martie Monsrud, Jeff Pelowski, Joleen Kezar, Brian Ketring, Kristy Kjos, Dave Anderson, Sue Grafstrom, Martin Howes, Joe Laurin, Bill Thompson, Janine Lovold, Torin McCormack, Mike Pontius, and Richard Magnusson.

## APPROVAL OF AGENDA

An Application for Exempt permit for the Roseau/LOW Sportsman's Club was added to the Consent Agenda. A motion to approve the amended Agenda was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson mentioned that the Township Officers Association Meeting is this evening. Coordinator Pelowski noted that the DNR testified against legislation establishing a pilot project which would allow ATV access to Hayes Lake State Park camping locations, and the bill was then defeated in Committee. He invited DNR Commissioner Strommen to attend an upcoming County Board meeting to explain why they testified against this legislation. Commissioner Sarah Strommen and NW Regional Director Rita Albrecht have agreed to attend the March 26<sup>th</sup> County Board Meeting. Coordinator Pelowski distributed information from the Association of MN Counties concerning a training opportunity available for new Commissioners. It was noted that the County Board Work Session is scheduled for Tuesday, March 5<sup>th</sup>.

## APPROVE BILLS

A motion was made by Commissioner Falk, seconded by Commissioner Horner, and carried by a 4 to 1 vote (Commissioner Wicklund abstained from voting due to a possible conflict concerning one of the bills to be paid) to approve the payment of the following warrants (warrant #: 139708 to 139839):

### Warrants Approved For Payment 2/14/2019

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	2,862.38
GREENBUSH CITY	4,400.00
WARROAD FIRE DEPARTMENT	3,640.38
11 Payments less than 2,000.00	9,124.16
<b>Final Total:</b>	<b>20,026.92</b>

### Warrants Approved For Payment 2/21/2019

<u>Vendor Name</u>	<u>Amount</u>
TOWN OF BARNETT	23,563.01
TOWN OF BARTO	22,129.55
TOWN OF BEAVER	7,652.31
TOWN OF CEDARBEND	15,765.67
TOWN OF DEER	22,544.88

TOWN OF DEWEY	13,593.66
TOWN OF DIETER	21,123.40
TOWN OF ENSTROM	27,923.80
TOWN OF FALUN	18,809.78
TOWN OF GOLDEN VALLEY	15,723.39
TOWN OF GRIMSTAD	16,431.99
TOWN OF HEREIM	20,657.72
TOWN OF HUSS	15,348.98
TOWN OF JADIS	44,771.12
TOWN OF LAKE	88,682.72
TOWN OF LAONA	34,177.47
TOWN OF LIND	15,917.54
TOWN OF MALUNG	27,002.57
TOWN OF MICKINOCK	23,705.26
TOWN OF MOOSE	16,975.38
TOWN OF MORANVILLE	45,541.84
TOWN OF NERESON	16,568.10
TOWN OF PALMVILLE	7,831.57
TOWN OF POHLITZ	7,438.83
TOWN OF POLONIA	18,518.08
TOWN OF POPLAR GROVE	12,035.55
TOWN OF REINE	9,900.69
TOWN OF ROSS	28,468.90
TOWN OF SKAGEN	24,310.97
TOWN OF SOLER	16,094.73
TOWN OF SPRUCE	32,695.13
TOWN OF STAFFORD	20,736.30
TOWN OF STOKES	23,261.68
<b>Final Total:</b>	<b>755,902.57</b>

**Warrants Approved For Payment 2/21/2019**

<u>Vendor Name</u>	<u>Amount</u>
MN ENERGY RESOURCES	4,559.10
4 Payments less than 2,000.00	1,233.08
<b>Final Total:</b>	<b>5,792.18</b>

**Warrants Approved On 2/26/2019 For Payment 3/01/2019**

<u>Vendor Name</u>	<u>Amount</u>
BERGSTROM ELECTRIC INC	41,512.20
CDW GOVERNMENT INC	5,323.67
EVCO PETROLEUM PRODUCTS INC	2,717.60
FARMERS UNION OIL CO-WARROAD	6,654.10
GCR TIRES & SERVICE	2,458.38
HOUSTON ENGINEERING	2,892.50
JOHNSON CONTROLS	3,695.00
LIFECARE MEDICAL CENTER-HOME HEALTH	2,069.01
MATTSON PHARMACY INC	5,184.22
MN COUNTY ATTORNEYS ASSN	2,480.00
MSOP-MN SEX OFFENDER PROGRAM	4,625.20
NORTHERN RESOURCES COOPERATIVE	9,065.91
R & Q TRUCKING INC	8,186.05
ROSEAU CO COOP ASSN	9,371.96
SJOBERG'S INC	2,435.25
SUMMIT FOOD SERVICE-DBA	14,345.08
UNIVERSITY OF NORTH DAKOTA	3,092.65

WARROAD CITY	3,976.00
55 Payments less than 2,000.00	18,537.55
<b>Final Total:</b>	<b>148,622.33</b>

In addition, the Board approved two forthwith payments: \$28,891.99 to Lake Country Chevrolet for the Veteran Service Officer vehicle, and \$29,514.15 to Rupp, Anderson, Squires, & Waldspurger for legal fees incurred for the Magnusson case.

## **DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS**

### Richard Magnusson, Roseau County Ag Society/Red River Development Association (RRDA) - Update

Richard Magnusson met with the Board to provide an update from the two organizations he represents, (RRDA and the Roseau County Ag Society), and to thank the Roseau County Board for their continued support of these organizations. He noted that the RRDA awards the annual Red River Valley Outstanding Farm Family. Don and Sharon Christianson of Greenbush will be receiving this award at their annual banquet. Also, the Roseau Ag Society manages the Roseau County Fair. In short, the 2018 Fair was a great success; and they have made improvements to numerous fair facilities the past few years, including: restrooms, steel siding and roofing to all the buildings, and parking areas. He also noted that they plan on tiling the horse arena, and have met with County HSEM Director Sue Grafstrom to develop an emergency action plan for the fairgrounds.

### Mike Pontius, MN Power – County Road 137 Utilization

Mike Pontius is the construction supervisor for the Great Northern Transmission Line, (MN Power). He had met previously with the Highway Committee regarding utilization of County Road 137 this spring during the road restriction period. MN Power is willing to provide a purchase order for \$200,000.00 to the County in case of needed road repair and/or maintenance. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously to approve the \$200,000.00 purchase order from MN Power to be used for possible future road repair and/or maintenance on CR 137. Mr. Pontius also provided an update on the progress of the project. He noted that it is anticipated that there will be continuous activity on this project until March 2020.

### Joe Laurin, County Road 139 Culvert

Joe Laurin met with the Board regarding his concern over the significant amount of snow this winter and the possibility of spring flooding. He believes that leaving the cap placed on the CR139 culvert is contrary to the legal advice previously provided to the County Board and may result in increased liability to the County. He provided a packet of information for the Commissioners regarding the history of the CR139 culvert issue, and would like to discuss this matter further at a future meeting. This issue will be added to the March 12, 2019 Highway Committee Meeting Agenda.

## **CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Horner, seconded by Commissioner Falk, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the February 11, 2019, Board Proceedings; approved providing \$20,000.00 in funding for the Jail Transition Program; and approved the Application for Exempt permit for the Roseau/LOW Sportsman's Club.

## **DEPARTMENT REPORTS**

## Auditor

### 2018 Audit Engagement Letter

Auditor Monsrud requested the Board approve an Engagement Letter with Hoffman, Philipp & Knutson, PLLC, to provide the 2018 County audit. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously to approve the Engagement Letter with Hoffman, Philipp & Knutson, PLLC to provide the audit services to Roseau County.

## **COUNTY BOARD ITEMS**

### Warroad Harbor Project – Funding Request

Commissioner Walker requested that Roseau County provide \$15,000.00 in Con Con funds to the Warroad Harbor Project. He noted that the Warroad River Watershed Board has provided \$10,000.00, and the City of Warroad \$17,000.00, for this project. After discussion, a motion was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously to authorize expenditure of \$15,000.00 in Con Con funds for the Warroad Harbor Project.

### Lake of the Woods (LOW) One Watershed One Plan (1W1P) Governance Structure

There are currently two potential legal governance structures available for the implementation of the LOW 1W1P: 1) Joint Power Collaboration (JPC), or 2) Joint Powers Entity (JPE). Commissioner Walker had recently attended a 1W1P meeting and stated that Lake of the Woods County is supporting the JPE option to govern this plan. Following discussion, Commissioner Swanson requested that the Board defer this item to the March 5<sup>th</sup> County Board Work Session in order to have a thorough discussion of the issue. Janine Lovold, (Roseau County SWCD), noted that selection of the governance structure must be a unanimous decision between the five parties involved in the LOW 1W1P implementation, (LOW County, Roseau County, and the 3 Watershed District Boards). If the selection decision is not unanimous, then it would have to be governed as a JPC. Board consensus was to defer this issue to the March 5<sup>th</sup> Board Work Session.

### Commissioner Committee Reports (January 22 – February 11, 2019)

Commissioner Falk reported on the following committee(s): Social Services Meeting; Safety Committee Meeting; Grant Opportunity Meeting; Northwest Community Action Meeting.

Commissioner Horner reported that he has been out of town on business for the past two weeks so wasn't able to attend any committee meetings.

Commissioner Swanson reported on the following committee(s): Association of Minnesota Counties (AMC) Cannabis Committee Meeting; AMC Research Committee Meeting; Northern Counties Land Use Coordinating Committee Meeting; AMC Legislative Conference; AMC Extension Committee Meeting; AMC Public Safety Policy Committee Meeting; Television Interview with TPT on 2020 Census; Social Services Meeting; Safety Committee Meeting; Grant Opportunity Meeting; National Association of Counties Community, Economic, & Workforce Development Teleconference; AMC Futures Task Force Meeting.

Commissioner Walker reported on the following committee(s): Social Services Meeting; Lake of the Woods 1W1P Meeting.

Commissioner Wicklund reported on the following committee(s): Social Services Meeting; Grant Opportunity Meeting; HHW Regional Meeting; Two Rivers Watershed Board Meeting.

Upon motion carried, the Board adjourned the meeting at 10:00 a.m. The next Regular meeting of the Board is scheduled for Tuesday, March 12, 2019 at 8:30 a.m.

Attest:

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

\_\_\_\_\_  
Jeff Pelowski, County Coordinator  
Roseau County, Minnesota

\_\_\_\_\_  
Jack Swanson, Chair  
Board of County Commissioners  
Roseau County, Minnesota

DRAFT



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: HELPP, Inc Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: 47-4883699 Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: PO Box 551

City: Warroad State: MN Zip: 56756 County: Roseau

Name of Chief Executive Officer (CEO): Penny Kimble

CEO Daytime Phone: 218-689-8608 CEO Email: penzer@centurytel.net  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): rlickcor@marvin.com

**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): ClearRiver campground

Physical Address (do not use P.O. box): 10 miles south of Warroad, MN on County Road 5

Check one:

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Township: ClearRiver Zip: 56763 County: Roseau

Date(s) of activity (for raffles, indicate the date of the drawing): August 3, 2019

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)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____ _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____ _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> 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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**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: *Penny A. Turgeon Kimble* Date: 3-1-19  
(Signature must be CEO's signature; designee may not sign)

Print Name: PENNY A. TURGEON KIMBLE

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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**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 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.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 07 2016

HELPP INC  
PO BOX 551  
WARROAD, MN 56763

Employer Identification Number:  
47-4883699  
DLN:  
17053022336006  
Contact Person:  
MARIA S TRITCH ID# 31549  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
July 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 25, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947



# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board 1 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	March 12, 2019	<b>Originating Department:</b> Commissioners
<b>Subject Title (as it will appear on the Agenda):</b> Lake of the Woods One Watershed One Plan (1W1P) Governance Structure	<b>Presenter:</b> Commissioners	
	<b>Estimated Amount of Time Needed for Discussion:</b> <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
<b>Board Action Requested:</b> Determine the governance structure options available (attached) to oversee adoption and implementation of the Lake of the Woods 1W1P.		
<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 _____		

# Lake of the Woods One Watershed One Plan Update



**Volume 6**

**March to July 2018**

## **Policy Committee:** (Met June 20<sup>th</sup>)

- ✓ Approved the Measurable Goals Section of the Plan.
- ✓ Updated on the Implementation Sections of the Plan.
- ✓ Discussed governance structures with Minnesota Counties Insurance Trust staff (see Page 2)

## **Advisory Committee and Planning Work Group:**

- ✓ Multiple meeting since March (AC met March 21, April 10, 26) (PWG met May 15 and June 19)
- ✓ Working on Measurable Goals, Actions and Implementation Sections of the Plan.

## **Timelines:**

<b>Anticipated Timelines for Lake of the Woods One Watershed One Plan Approval / Implementation</b>	<b>Dates</b>
1. Policy Committee approval of Draft Plan and Submit Draft Plan to review agencies for 60-Day review.	October 20, 2018
2. Host public meeting	Fall / Winter 2018
3. End 60-Day review	December 19, 2018
4. Hold public hearing	January, 2019
5. Policy Committee approval, submit to Board of Water & Soil Resources (BWSR)	January, 2019
6. Submit the Draft Plan, summary of revisions, all comments and record of public hearing to review agencies. BWSR has 90 days to complete its review and approve/disapprove all or parts of the Plan. Includes 30 day State Agency final comment period.	January, 2019
7. BWSR Board Meeting for state plan approval	March 2019
8. LGUs Adopt the Plan within 120 Days	March to July 2019

## **Calendar:**

- ✓ July, 2018: *Planning Work Group* meeting: Discuss and finalize Plan Section 4 Targeted Implementation and Plan Section 5 Implementation Programs.
- ✓ August 22, 2018: *Policy Committee* meeting: Approve Plan Section 4 and Plan Section 5.

**For more information please visit: [www.low1w1p.org](http://www.low1w1p.org) or contact a Planning Work Group member:**

- Mike Hirst: Lake of the Woods SWCD, [mike.hirst@mn.nacdnet.net](mailto:mike.hirst@mn.nacdnet.net), (218) 634-1842 x4
- Janine Lovold: Roseau SWCD, [janine.lovold@roseau.mnswcd.org](mailto:janine.lovold@roseau.mnswcd.org), (218) 463-1903
- Josh Stromlund: Lake of the Woods County, [josh\\_s@co.lake-of-the-woods.mn.us](mailto:josh_s@co.lake-of-the-woods.mn.us), (218) 634-1945
- Brian Ketring: Roseau County Highway Engineer, [bketring@co.roseau.mn.us](mailto:bketring@co.roseau.mn.us), 218-463-3750
- Scott Johnson: Warroad River Watershed District, [scott.johnson@roseau.mnswcd.org](mailto:scott.johnson@roseau.mnswcd.org), (218) 463-1903

## Governance Options For 1W1P Implementation

Most 1W1P governance structures fall into two categories: **1. Joint Powers Collaboration;** or **2. Joint Powers Entity.** Below are some bullet points regarding the differences between the two structures. The Policy Committee members will be discussing governance structures with their respective boards in July and August to bring recommendations back to the August Policy Committee Meeting. The entities that will be entering into an agreement are: Lake of the Woods County, Roseau County, Lake of the Woods SWCD, Roseau County SWCD, and the Warroad River Watershed District.

### Joint Powers Collaboration (JPC)

- JPC does not establish a new entity
- Decision making authority and liability remains with the participating members (although consolidated)
- May not enter into contracts, own property itself in the name of the JPC because it is not a legal separate entity. Must be in the name of one of all of the members
- Members provide the funding
  
- Board
  - Not needed
  - If a board is established, it is strictly advisory in nature
  - Individual governmental units retain all decision-making authority including approving contracts, budgets etc.
  - All decisions must be approved by all boards of participating entities
- No employees
  - Members may assign their employees to JPC projects
  - Employee remains an employee of his or her original governmental unit
  
- How liability apportioned between members should be discussed

### Joint Powers Entity (JPE)

- JPE is a separate, free-standing public entity with independent (delegated) decision making authority that can sue and be sued
  - Liability should be transferred from the participating members to the JPE
  - Contracts, agreements etc. are in the entity name
  - Must comply with regulations as a free-standing government entity i.e., Open Meeting Law, Minnesota Government Data Practices Act, Records Retention etc.
- Board
  - Needed to operate
  - Must be *representative* of its members
  - Operates autonomously from the boards of the individual members
  - Individual members delegate control and authority of scope of agreement to the JPE board
- Employees
  - May have employees. As a separate entity must have own payroll, personnel policies etc.

**More information from MCIT on JPCs and JPEs can be found at:**

[https://www.mcit.org/wp-content/uploads/2015/07/ABCs\\_of\\_JPEs\\_Joint\\_Powers\\_Analysis\\_and\\_Worksheet\\_08-2015.pdf](https://www.mcit.org/wp-content/uploads/2015/07/ABCs_of_JPEs_Joint_Powers_Analysis_and_Worksheet_08-2015.pdf)



# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board 2 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	March 12, 2019	<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 _____		

## JACK SWANSON COMMITTEE REPORT

FEBRUARY 26, 2019 - ROSEAU COUNTY TOWNSHIPS OFFICERS ASSOCIATION ANNUAL MEETING; introduced four other County Commissioners; heard reports from Assessor Liz Lund, Auditor Martie Monsrud, Sheriff Steve Gust and Highway Engineer Brian Ketring

FEBRUARY 28, 2019 - UNIVERSITY OF MINNESOTA EXTENSION CITIZENS ADVISORY COUNCIL (ST PAUL); update from U of M Extension Dean Dr. Bev Durgan

FEBRUARY 28, 2019 - LEGISLATIVE COMMITTEE (ST PAUL); met w/ State Senator Mark Johnson

MARCH 4, 2019 - ROSEAU CITY COUNCIL

MARCH 5, 2019 - OPERATIONS COMMITTEE

MARCH 5, 2019 – COUNTY BOARD WORK SESSION

MARCH 5, 2019 - BUILDING COMMITTEE

MARCH 6, 2019 - COMMUNITY JUSTICE COORDINATING COMMITTEE

MARCH 7, 2019 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (GRAND RAPIDS)

MARCH 11, 2019 - ROSEAU COUNTY EXTENSION COMMITTEE