

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **June 25, 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*

8:40 Consent Agenda

1. June 11, 2019 Board Proceedings
2. 2019 State Boat and Water Safety Grant
3. Roseau/LOW Sportsman's Club and Northstar Trail Alliance – Request for Reimbursement

8:45 Department Reports

9:00 Committee Reports

1. Wellness Committee
 - a. Wellness Policy Revision

9:05 County Board Items

1. Commissioner Committee Reports

9:30 Unfinished Business

9:30 Adjourn

***Limited to five minutes**

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

June 11, 2019

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, June 11, 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, Chris Stauffer, Liz Lund, Scott Johnson, and Don Daraskevich.

APPROVAL OF AGENDA

Commissioner Walker requested adding Scott Johnson, Soil and Water Conservation District, to Delegations in order to discuss Buffer Program Enforcement. Auditor Monsrud requested adding a discussion on tax-forfeited land classification, and a temporary liquor license application to Department Reports. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson reminded the Board that the AMC District III Meeting will be Thursday in Red Lake Falls. Coordinator Pelowski announced that there will be a Special Operations Committee/ Board Work Session Meeting on June 17th, 1:00 p.m., to discuss Courthouse Renovation Project Options. Commissioner Horner asked about the County's Dangerous Animal Ordinance in regards to a recent article in the Roseau Times Region. Commissioner Wicklund mentioned that there were two accidents in Badger recently on the corner of TH 11 and CSAH 2. It was recommended that the County, the Mayor of Badger, and the Badger EMTs contact MnDOT in regards to this issue. Auditor Monsrud received information on new laptops to replace the Automark voting machines.

APPROVE BILLS

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

Warrants Approved For Payment 5/30/2019 (Warrant #140482-140489)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,503.62
MN STATE AUDITOR	75,045.71
ROSEAU CO TRAILBLAZERS	6,786.08
RUPP ANDERSON SQUIRES & WALDSPURGER	3,684.77
4 Payments less than 2,000.00	2,146.49
Final Total:	91,166.67

Warrants Approved For Payment 6/06/2019 (Warrant #140490-140512)

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN NATIONAL LIFE INSURANCE	3,433.04
JOHNSON/LAURE A	3,526.88
MN DEPT OF FINANCE -TREAS	2,328.00
MN DEPT OF FINANCE -TREAS	2,772.00

MN ENERGY RESOURCES	3,164.56
18 Payments less than 2,000.00	9,961.42
Final Total:	25,185.90

Warrants Approved For Payment 6/10/2019 (Warrant #140513-140569)

<u>Vendor Name</u>	<u>Amount</u>
BADGER CITY	79,061.69
GREENBUSH CITY	185,502.14
NW MN MULTI COUNTY HRA	34,308.98
NW REGIONAL DEV COMM	13,646.12
ROOSEVELT CITY	7,488.09
ROSEAU CITY	659,478.80
ROSEAU RIVER WATERSHED DIST	364,084.88
SCHOOL DIST 2358	17,176.07
SCHOOL DIST 2683	160,922.97
SCHOOL DIST 447	12,854.11
SCHOOL DIST 676	198,395.30
SCHOOL DIST 682	1,290,711.53
SCHOOL DIST 690	991,679.78
SPRINGSTEEL ISLAND SANITARY DISTRICT	31,306.06
STRATHCONA CITY	2,269.22
TOWN OF BARNETT	14,025.16
TOWN OF BARTO	25,150.03
TOWN OF BEAVER	4,423.60
TOWN OF CEDARBEND	19,435.14
TOWN OF DEER	6,965.88
TOWN OF DEWEY	12,197.81
TOWN OF DIETER	12,392.19
TOWN OF ENSTROM	15,388.44
TOWN OF FALUN	20,396.21
TOWN OF GOLDEN VALLEY	9,940.64
TOWN OF GRIMSTAD	12,790.00
TOWN OF HEREIM	15,647.76
TOWN OF HUSS	12,171.51
TOWN OF JADIS	27,622.91
TOWN OF LAKE	140,760.79
TOWN OF LAONA	33,278.53
TOWN OF LIND	8,566.27
TOWN OF MALUNG	22,015.32
TOWN OF MICKINOCK	14,414.71
TOWN OF MOOSE	11,201.62
TOWN OF MORANVILLE	42,193.23
TOWN OF NERESON	8,368.51
TOWN OF PALMVILLE	4,875.01
TOWN OF POHLITZ	2,690.95
TOWN OF POLONIA	19,856.42
TOWN OF POPLAR GROVE	4,056.03
TOWN OF REINE	11,902.67
TOWN OF ROSS	15,369.93
TOWN OF SKAGEN	18,045.87
TOWN OF SOLER	13,117.19
TOWN OF SPRUCE	22,257.22
TOWN OF STAFFORD	30,190.47
TOWN OF STOKES	13,348.50
TWO RIVERS WATERSHED DISTRICT	114,776.30

WARROAD CITY	463,056.01
WARROAD PORT AUTHORITY	19,359.00
WARROAD WATERSHED DISTRICT	15,007.59
5 Payments less than 2,000.00	3,131.26
Final Total:	5,309,272.42

Warrants Approved On 6/11/2019 For Payment 6/14/2019 (Warrant #140570-140635)

<u>Vendor Name</u>	<u>Amount</u>
BEMIDJI WELDERS SUPPLY	2,589.52
BRIGGS	2,992.00
COULOMBE CONSULTING	4,160.00
DLT SOLUTIONS INC	4,429.60
GEO-COMM CORPORATION	2,750.00
LIFECARE MEDICAL CENTER	4,076.45
MAR-KIT LANDFILL	45,212.50
NORTH COUNTRY FOOD BANK INC	25,000.00
RDO EQUIPMENT COMPANY	6,043.99
ROGER'S TWO WAY RADIO INC	2,737.33
ROSEAU CO COOP ASSN	8,133.80
SJOBERG'S INC	2,668.25
UNIVERSITY OF NORTH DAKOTA	3,092.65
WARROAD MOTORS INC	2,336.40
WIDSETH SMITH NOLTING	20,475.00
51 Payments less than 2,000.00	21,983.98
Final Total:	158,681.47

In addition, the Board approved a forthwith payment in the amount of \$2,693.26 to Rupp, Anderson, Squires, & Waldspurger for legal fees incurred in the Magnusson case.

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Don Daraskevich – MN Counties Insurance Trust (MCIT) Board Report

Don Daraskevich, MCIT Risk Management Consultant, met with the Board to provide an overview of the 2018 MCIT Annual Report. He noted that MCIT is celebrating 40 years of service in 2019.

Scott Johnson, Soil and Water Conservation District (SWCD) – Buffer Program Enforcement

Scott Johnson met with the Board to discuss Buffer Program Enforcement and a potential cost-share agreement between the County and the SWCD concerning this Program, as enforcement of the Program requirements will be initiated by the SWCD on July 1, 2019. Following discussion, Commissioner Wicklund made a motion to transfer \$200,000 from the County Buffer Program Fund to the Roseau County SWCD for enforcement of the Program, seconded by Commissioner Walker, and carried unanimously.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the May 28, 2019, Board Proceedings; approved the PERA Police/Fire Policy Revision; approved the purchase of a loader for the Transfer Station; and, approved the following Resolution:

AUTHORIZING ADMINISTRATION OF THE MINNESOTA HOUSING FINANCE AGENCY'S FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM

WHEREAS, the need for homeless prevention and assistance exists in Roseau County; and

WHEREAS, the Tri-Valley Opportunity Council, Inc. desires to administer the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program in Roseau County in accordance with all applicable State and Federal regulations; and

WHEREAS, in order to administer the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program in Roseau County, it is necessary for the Tri-Valley Opportunity Council, Inc. to file a resolution of approval executed by the Roseau County Board of Commissioners with the Minnesota Housing Finance Agency;

THEREFORE BE IT RESOLVED, that the Tri-Valley Opportunity Council, Inc. is hereby authorized to:

1. Submit a proposal to the Minnesota Housing Finance Agency for funds from the Family Homeless Prevention and Assistance Program to assist people in Roseau County;
2. Administer the Family Homeless Prevention and Assistance Program in Roseau County, according to the program guidelines, contingent upon funding being granted.

DEPARTMENT REPORTS

Sheriff

Summit Food Service Contract Agreement

The Board approved a Contract Amendment on January 22, 2019 for the period of July 1, 2018 to June 30, 2019. The Contract Amendment presented would be for the period of July 1, 2019 to June 30, 2020, and includes an increase to both the management and administrative fees. A motion was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously to approve the Summit Food Service Contract Agreement Amendment.

Auditor

Tax-forfeited land – Land Classification/MnDNR Notification

Auditor Monsrud requested the Board approve a Resolution classifying the tax-forfeited lands, per the list presented to the Board, as "non-conservation lands", and requested authorization to submit the list to the MnDNR for approval. Following discussion, Commissioner Wicklund made a motion, seconded by Commissioner Falk, and carried unanimously to approve the following Resolution:

2019-06-03

Resolution requesting approval of the Minnesota Department of Natural Resources to sell parcels of land that have forfeited to the State of Minnesota for non-payment of taxes:

WHEREAS, the Roseau County Board of Commissioners desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for non-payment of taxes, and

WHEREAS, said parcels of land have been viewed by the Roseau County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

NOW, THEREFORE, BE IT RESOLVED that the Roseau County Board of Commissioners hereby certifies that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01, Subd. 8, and 282.018, and other statutes that require the withholding of tax-forfeited lands from sale.

BE IT FURTHER RESOLVED that the Roseau County Board of Commissioners hereby requests approval from the Minnesota Department of Natural Resources for the sale of said lands.

Temporary Liquor License – Karlstad Eagles Club

Auditor Monsrud requested the Board approve an application for a temporary liquor license to the Karlstad Eagles Club for the upcoming Wojo Rodeo. A motion was made by Commissioner Wicklund, seconded by Commissioner Horner, and carried unanimously to approve the temporary liquor license application.

COUNTY BOARD ITEMS

Social Services Director Hire

The Hiring Committee interviewed 4 excellent candidates for the Director position. The Committee is recommending the Board approve the hire of Karla Langaas to this position. Commissioner Horner made a motion to approve the hire of Karla Langaas as the new Director of Social Services, effective July 1, 2019, at a starting wage of \$42.23, (Grade 13, Step C).

In addition, the Committee requested advertising to hire a Social Work Supervisor to replace Karla Langaas who currently holds this position. A motion was made by Commissioner Wicklund, seconded by Commissioner Falk, and carried unanimously to approve advertising to hire a Social Work Supervisor.

Pending Litigation Discussion – Close Meeting pursuant to MN Statute 13D.05, Subd. 3(b)

At 9:35 a.m., Commissioner Horner made a motion to close the meeting pursuant to MN Statute 13D.05, Sub. 3(b), to get an update from our attorney regarding pending litigation, seconded by Commissioner Falk, and carried unanimously. Commissioner Horner excused himself from the closed meeting due to a potential conflict. Upon conclusion of the update, Commissioner Walker made a motion to re-open the meeting, seconded by Commissioner Falk, and carried unanimously. The meeting was re-opened to the public at 10:30 a.m. There was no official Board action taken.

Commissioner Committee Reports (May 28 – June 11, 2019)

Commissioner Falk reported on the following committee(s): Red River Basin Commission Meeting; Operations Committee Meeting; County Board Work Session; Roseau River Watershed Board Meeting; Labor Negotiations Committee Meeting; Building Committee Meeting.

Commissioner Horner reported on the following committee(s): Warroad City Council Meetings; AMC Conflict Resolution Training; Operations Committee Meeting; County Board Work Session; Social Services Director Interviews; Lake Township Board Meeting.

Commissioner Swanson reported on the following committee(s): Labor Negotiations Committee Meeting; Roseau Economic Development Authority Meeting; Roseau Community Education Advisory Council Meeting; Building Committee Meeting; Roseau City Council Meeting; Operations Committee Meeting; County Board Work Session; Social Services Director Interviews; Roseau Community Meeting; Northern Counties Land Use Coordinating Board Meeting.

Commissioner Walker reported on the following committee(s): MRC Meeting; Operations Committee Meeting; County Board Work Session; Soil and Water Conservation District Meeting.

Commissioner Wicklund reported on the following committee(s): Operations Committee Meeting; County Board Work Session; Northwest Regional Development Commission Meeting; Soil and Water Conservation District Meeting.

Upon motion carried, the Board adjourned the meeting at 11:05 a.m. The next Regular meeting of the Board is scheduled for Tuesday, June 25, 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



Roseau County Request for Board Action

Agenda Item #: Consent 2 <small>(for office use only)</small>		
Requested Board Date:	June 25, 2019	Originating Department: Sheriff
Subject Title (as it will appear on the Agenda): 2019 State Boat & Water (B&W) Safety Grant	Presenter: Steve Gust	
	Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Requesting approval of the attached B&W Safety Grant in the amount of \$3,364.00		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



2019 State Boat & Water Safety Grant Instructions

RETURN DEADLINE: WEDNESDAY, AUGUST 7, 2019

Boat and Water Safety Agreement (1 copy) – The agreement needs the signature of the sheriff, county auditor or administrator and county board chairperson in the spaces provided on page five of the contract. Electronic signatures are not acceptable on the grant agreement.

Exhibit A (2019 Spending Plan) (1 copy) - Complete the form on the computer, print it and sign the form.

Here are some tips when completing the form:

- Use Exhibit B - Allowable Expenditures under the Boat and Water Safety Program as a guide.
- The total in the "state" column must add up to the amount listed on the agreement. Fill in the "county" column if you get non-state funds directly from the county.

Exhibit B - Allowable Expenditures & Reporting Requirements (1 copy) - It should be used as a reference when completing the budget form. Read it carefully and note the reporting requirements.

Resolution or County Board Minutes (1 copy) - A copy of the resolution or county board minutes authorizing the chairperson to sign must also be returned to us. Some counties are exempt from this requirement because they have a resolution authorizing officials in the county to sign off on grants.

Conflict of Interest Form (1 copy) – Review and sign the conflict of interest form. The signed form will be kept on file in our office along with your approved grant paperwork.

Scan and send the information to: deb.ethier@state.mn.us

E-mail the following information: Boat & Water Agreement, Exhibit A (Spending Plan), Exhibit B, resolution or county board minutes and conflict of interest form.

The document becomes an official agreement once the State signs off on it. A copy of the approved agreement will be scanned and e-mailed back to you. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2019 grant expenditures incurred back to the effective date (January 1, 2019). The end date of the grant is June 30, 2020. This grant works on a reimbursement basis – you must submit invoices to our office to get grant funds paid to the county. Individual receipts are required for purchases greater than \$5000 and an officer timesheet log is required if grant is used for personnel expenses. See Exhibit B - Personnel for explanation.

Grants not received by August 7 are subject to cancellation, unless an extension is approved in writing by this office.



DEPARTMENT OF NATURAL RESOURCES

2019 STATE OF MINNESOTA ANNUAL COUNTY BOAT AND WATER SAFETY GRANT AGREEMENT

ENCUMBRANCE WORKSHEET

Contract #: 157425

PO#: 3-150395

State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2019	Source Type State	Vendor Number 0000197344-001
Total Amount \$ 3,364	Project ID R29G70CGFFY18	Billing Location R297000221	DUNS 051818920	

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date January 1, 2019	Grant End Date June 30, 2020
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Grantee Name and Address:

Roseau County Sheriff's Office
604 Fifth Ave. SW
Roseau, MN 56751

Payment Address:
(where DNR sends the check)

Roseau Co.
606 - 5th Ave. SW, #140
Roseau, MN 56751

**2019 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Roseau County Sheriff's Office, 604 Fifth Ave. SW, Roseau, MN 56751 (DUNS 051818920) ("Grantee"). The payment address for this grant agreement is Roseau Co., 606 - 5th Ave. SW, #140, Roseau, MN 56751.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statute §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1 Term of Grant Agreement

- 1.1 **Effective date:** January 1, 2019 or the date the State obtains all required signatures under Minnesota Statutes Section 16B.98, subdivision 5, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2019 grant expenditures incurred back to effective date. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** June 30, 2020. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

3 Time

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

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Three thousand three hundred sixty-four dollars (\$3,364).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Three thousand three hundred sixty-four dollars (\$3,364).

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.
- (b) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant agreement will be made from federal funds obtained by the State through Title NA CFDA number _____ of the _____ Act of _____. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

- 4.3 Contracting and Bidding Requirements per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property:
- (a) If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
 - (b) If the amount of the contract is estimated to exceed \$25,000 but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).
 - (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. §16C.28, Subd. 1, paragraph (a), clause (2).
 - (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
 - (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is Rodmen Smith, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5361, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Steven J. Gust, Roseau County Sheriff's Office, 604 Fifth Ave. SW, Roseau, MN 56751. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

9 **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8 and 2 CFR 200.331, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10 **Government Data Practices and Intellectual Property**

10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 **Workers' Compensation**

The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 **Publicity and Endorsement**

12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.

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

13 **Governing Law, Jurisdiction, and Venue**

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

14 **Termination**

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

14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:

a) It does not obtain funding from the Minnesota Legislature

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

15 **Data Disclosure**

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

16 **American Disabilities Act**

The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design.

17

Invasive Species Prevention

WORK SITES WITH KNOWN AQUATIC INVASIVE SPECIES INFESTATIONS

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Operational Order 113 is incorporated into this grant agreement by reference and may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf. Duties are listed in Op Order 113 under Sections II and III (p. 5-8).

The grantee shall be responsible for becoming familiar with the location of any known infestations of aquatic pests. The DNR Infested Waters list is found at <https://www.dnr.state.mn.us/invasives/ais/infested.html>. The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

The grantee shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for (ex. zebra mussels) invasive species prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated. The grantee shall use the following inspection and removal procedures for decontamination prior to entering and when leaving the water body:

- a. Prior to leaving the waterbody, drain all water from equipment, boats, trailers, bilges, live wells, coolers, bait buckets, engine compartments and any other areas where water may be trapped or contained. Immediately after leaving the water body, drain water from transom wells onto dry land.
- b. Inspect boat hulls, propellers, trailers and other surfaces, scrape off any attached mussels, remove any aquatic plant material (fragments, stems, leaves, or roots) and dispose of removed mussels and plants in a garbage can prior to transporting any equipment on public roads.
- c. Flush boats (inside and outside) and all other equipment with hot water of 105 - 110 degrees F for a period of 30 minutes or 140 degrees F for a period of 5 minutes; or, instead of flushing equipment, leave the equipment in a location so that it dries completely for a minimum of at least 5 consecutive full days. A car wash can be used for cleaning.
- d. If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
- e. Before reuse, aquatic equipment used in invertebrate infested waters shall be dried, rinsed with hot water or power washed to remove invertebrates. Aquatic equipment used in pathogen infested water(s) shall be disinfected, according to Appendix A, immediately after exiting water.

18 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 18.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 18.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

19 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: 

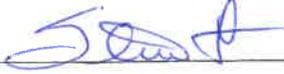
Date: 5/8/19

SWIFT Contract # 157425

Purchase Order # 3-150395

2. GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: 

Title: County Sheriff

Date: June 6 2019

By: _____

Title: Chairperson of County Board

Date: _____

By: _____

Title: County Auditor or Administrator

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee - 2 (Sheriff's Office & Co. Board)
- 3. State's Authorized Representative

**COUNTY BOAT AND WATER SAFETY
2019 BUDGET SPENDING PLAN
(January 1, 2019 - June 30, 2020)**

MN DNR - Enforcement Division
Boat & Water Safety
500 Lafayette Road
St. Paul, MN 55155-4047
Email: deb.ethier@state.mn.us
Deb's phone #: 651-259-5361

ROSEAU

County
STEVE GUST, SHERIFF
Contact Name
218-463-1421
Contact Phone

GROUP I - PERSONNEL	Number	Amount		TOTAL
		County	State	
Full-Time				\$ -
Seasonal	3.0	\$ -	\$ 1,014.00	\$ 1,014.00
GROUP I SUBTOTALS	3.0	\$ -	\$ 1,014.00	\$ 1,014.00

GROUP II - SUPPLIES & EXPENSES	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
Fuel and oil for boats and truck to pull boats to/from the lake		\$ 150.00	\$ 150.00
Boat upkeep and weatherization		\$ 300.00	\$ 300.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
GROUP II SUBTOTALS	\$ -	\$ 450.00	\$ 450.00

GROUP III - EQUIPMENT	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
Buoy		\$ 200.00	\$ 200.00
Portable radio	\$ -	\$ 1,700.00	\$ 1,700.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
GROUP III SUBTOTALS	\$ -	\$ 1,900.00	\$ 1,900.00

2019 STATE GRANT TOTAL	\$ -	\$ 3,364.00	\$ 3,364.00
-------------------------------	-------------	--------------------	--------------------

Scan and email the signed form. Send to:
deb.ethier@state.mn.us

"This is to certify that the state funds will be used only for purposes set forth in M.S. Chapter § 86B and that the information contained on this form is correct to the best of my knowledge."


 Signature _____ Date June 6, 19

ALLOWABLE EXPENDITURES & REPORTING REQUIREMENTS

2019 BOAT & WATER SAFETY STATE GRANT PROGRAM

Use these guidelines when completing the Proposed Budget – Exhibit A form.

GENERAL – All of the expenditures listed below must be directly related to the boat and water safety program. When personnel or equipment costs are split between general law enforcement duties and boat and water safety work, the percentage paid out of the boat and water safety account may not exceed the percentage of time the individual or piece of equipment is actually used for boat and water safety enforcement. Boat and water safety activities are those activities outlined in: 1) M.S. § Chapter 86B, 2) Minn. Rules - Chapter 6110, 3) search and recovery operations in the waters of the state and 4) the portions of Chapter 169A that are applicable to motorboats.

(SPENDING PLAN, INVOICES, ACCOUNTING and REPORTS) – Invoices may be submitted at the end of the grant period or as often as monthly. The proposed expenditures listed on your spending plan (Exhibit A) must reasonably match both your invoice and annual year-end report. If you need to purchase or pay for something that was not on the original Spending Plan, you will need to first send in a revised plan (Exhibit A) signed by the sheriff or designee, and if approved by the State, proceed from there. The Grantee must satisfactorily submit all annual performance reports and reimbursement requests for each year of participation in this Program by the date(s) requested by the State, unless the Grantee requests an extension in writing and the State approves an extension in writing. Minnesota statutes and rules require that you have a separate account for the state boat & water safety funds.

PERSONNEL – Personnel expenses (including salary, insurance, social security, retirement, worker's compensation, etc.) for persons who are actually engaged in boating and water safety duties. Records or logs of time spent on the program are necessary to support these expenses and should be retained not less than three years. If officer hours are a part of your reimbursement, please send one (1) example officer log for the time period in which reimbursement is being requested.

SUPPLIES AND EXPENSES – This includes uniforms, fuel, oil, lubricants, repairs, rental/lease costs (docks, buildings, office facilities, equipment, etc.), insurance, travel costs, training expenses and expendable supplies (fuel, rope, paint, printing, etc.). No cell phone charges will be allowed. All expenditures need to be verifiable as allowable expenditures under this grant. Items must be listed on Exhibit A (proposed spending plan) of this grant and be descriptive in nature.

EQUIPMENT - Includes boats, motors, trailers, buoys, depth locators, radios, etc. Equipment that is being used for general duties may be either charged to the boat and water safety account according to percentage of use or by mile/hour of operation. Mileage logs showing dates, odometer readings and assignment are necessary to support all vehicle use and should be retained not less than three years. If you purchase equipment and it is greater than \$5,000, please submit a copy of the purchase invoice. The purchase of snowmobiles and ATVs with boat and water funds is not allowed.

County sheriff's departments are urged to contact Boat and Water Safety at the Minnesota Department of Natural Resources for a determination prior to any questionable proposed expenditure. All expenditures are subject to state audit. Be sure to keep accurate documentation and records of all expenditures.



Minnesota Department of Natural Resources

Conflict of Interest Disclosure

Conflict of Interest:

A conflict of interest (actual, potential, or perceived) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily, create a conflict of interest, depending on the nature of the relationship between the two parties. A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Perceived Conflict of Interest:

A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist. A disclosed perceived conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative (AR):

I certify that we will maintain an adequate Conflict of Interest Policy and throughout the term of our agreement we will monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

I also certify that I have read and understand the description of conflict of interest above and as of this date (check one of the two boxes below):

- I do not have any conflicts of interest relating to this project.
- I have an actual, potential, perceived, or organizational (*circle*) conflict of interest. The nature of the conflict is as follows:

If at any time during the grant project I discover a conflict of interest, I will disclose that conflict immediately to the State's Authorized Representative.

Grantee AR's Printed Name: Steven J. Gust

Date: June 6, 19

Grantee AR's Signature: 

Organization Name: Roseau County Sheriff's Office

Project Name: **2019 Boat & Water Safety State Grant – MN DNR**

State AR's Printed Name: _____

Date: _____

State AR's Signature: _____

 OHV Trails Assistance Program Request for Reimbursement (FORM 5)		7 B DEPARTMENT USE ONLY FY Purchase Order Number #	
1. Off-highway Vehicle Trail information			
1A. Trail or trail system name:		1B. Date:	
Ros/Low Sportsman/Worth Star Trail Alliance		6/18/19	
1C. Club name: Ros/Low		1D. Sponsor name: Roseau County	
Reimbursement period start date (for this request):		Reimbursement period end date (for this request):	
2. Description of work accomplished: Trail Maint., Spring Clean-up, Signing			
Development accomplishments) Number of miles constructed to date Number of bridges Number of parking areas			
Maintenance accomplishments) Number of miles maintained (this reimbursement only) 143 miles Trail width 10ft. Number of miles traveled by grooming equipment (shared winter trails only)			
3. Project Cost Breakdown and Explanation			
3A. Administration			
Explanation: Book-keeping 4hrs x \$15.00		\$ 60.00	
3B. Acquisition / relocation			
Explanation:			
3C. Construction			
Description:			
3D. Facilities			
Description:			
3E. Trail system map printing			
Explanation:		\$ 1000.00	
Total cost (Sum 3A – 3E):		Total reimbursable amount of cost (Up to 65% of Total cost sum 3A – 3E):	
\$ 1060.00		\$ 689.00	
3F. Maintenance open Trail, Signing, Spring clean-up.			
Explanation: Started on Bemis Grade		6909.11	
3G. Grooming (only used for winter OHV trail maintenance to re-shape snow) Explanation:			
3H. Liability insurance (maximum state allowed \$1,500 per year)			
Explanation:		\$ 1500.00	
Total cost (Sum 3F – 3H):		Total reimbursable amount of cost (Up to 90% of Total cost sum 3F – 3H):	
8409.11		7568.19	

4. Grant			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H) \$ 9,169.11		4B. Total Grant Request Total grant request (Up to 65% of Total cost sum 3A – 3E) + Total Grant request (Up to 90% of Total cost sum 3F – 3H) State's Co: 8,257.19	
4C. Balance remaining from previous grants: FY _____ FY _____		4D. Grant balance after this request for reimbursement	
5. Sponsor approval. I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.			
5A. Authorized signature of Trail Administrator: <i>Nyles Hoyer</i>		5B. Date of signature: 6/18/19	
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
6. Required Attachments. Check if applicable.			
6A. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Any Bids Required?			
6B. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Original Signatures on all copies?			
6C. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Signed Work Logs?			
6D. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Invoices Included for Purchases and Services Over \$100.00?			
7. DEPARTMENT USE ONLY This invoice approved for payment by:			
Parks and Trails Area Supervisor (print name)		Date of signature:	
Payment Status	Date	FY	Amount
<input type="checkbox"/> Final	Vendor Number:		CFMS Number:
<input type="checkbox"/> Partial			Parks and Trails Area Supervisor signature
	Invoice Number		
Notes:			



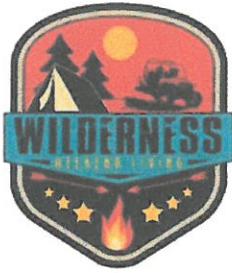
MINNESOTA OFF-HIGHWAY VEHICLE TRAILS ASSISTANCE PROGRAM
 OPERATOR'S WORK LOG SHEET HOURS AND RATE (FORM 6)

Revised Dec. 2010

Trail Name		Operator		Special		Year								
Roslow & Park Str		Roslow & Park Str		Recreation		2019								
Date Month / Day (1)	Operator Name (2)	Labor			Transportation			Other Equipment Cost (Include Make & Model) (10)	Other Equipment		TOTAL COST (14)	Work Location (15)	Expenditure Expense Code (16)	
		Hours (3)	Rate (4)	Cost (5)	Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)				Cost (13)
6/4	Myles	10.25	30.00	305.	Ranger	44 miles	58	2550	Chain Saw	3hr	3.50	10.50		
5/28	Myles	3hr	30	60.	3/4 Ton	87 miles	58	47.56						meeting
5/21	Myles	4hrs	30	80	3/4 Ton	63 miles	58	48.14						Trails Bemis Guide meeting DADR
5/10	Myles	10hrs	30	300	3/4 Ton	473 miles	58	202.75						Commissioning meeting
5/14	Myles	4hrs	30	80.00	3/4	70	58	40.60						Bemis Trails Cleanup Siting
6/15	Ground Dorkster													
		\$ 4945.80		Cost (17)	\$ 2018.61		Cost (18)	\$ 52.50		Cost (19)	\$ 6009.11		Total Cost (20)	

Operator: *Myles*
 Date: *5/10/19*
 Signature: *[Signature]*

NOTES: _____
 EXPENSE DETAIL TYPE CODE: _____
 A. ADMINISTRATION
 B. ACQUISITION, REPAIR, MAINTENANCE
 C. CONSTRUCTION
 D. FACILITIES
 E. FUEL SYSTEM/MAINTENANCE
 F. MAINTENANCE
 G. OTHER ADMIN COSTS (used for winter OHV trail maintenance by dragging a trail to reshape snow)
 H. UTILITY INST TRANSIT (maximum rate allowed \$1,500 per year)



Wilderness Weekend Living
58613 290th St
Warroad, MN 56763
2186898608
penzer@centurytel.net

Invoice

BILL TO
Myles Hogenson

INVOICE # 1042
DATE 05/01/2019
DUE DATE 05/31/2019
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Sales 2019 Beltrami Trail Maps	1,000	1.00	1,000.00

BALANCE DUE **\$1,000.00**



Invoice Statement

Payor Roseau / Lake of the Woods Sportsma
Insured Name Roseau / Lake of the Woods Sportsma
Account Number 100002436600
Page 1

Your Bill At A Glance

Invoice Date: 05/31/2019 Due Date: 06/22/2019 Current Amount Due: \$2,557.94

Roseau / Lake of the Woods Sportsmans Club
C/O Barb Arverson
PO Box 179
Warroad, MN 56763

Billing Summary

Previous Balance:	\$2,356.85
Payments:	(\$2,781.85)
Adjustments:	\$0.00
Refunds:	\$0.00
Balance	
Past Due Premium:	\$0.00
Past Due Charges:	\$0.00
Current Due Premium:	\$2,557.94
Current Due Charges:	\$0.00
Total Amount Due:	\$2,557.94
<i>Total Account Balance:</i>	<i>\$2,557.94</i>

Failure to pay the Amount Due by the Due Date means you have rejected our policy offer and you have no coverage.

For inquiries or payments:

- Visit www.thesilverlining.com
- Call 1-800-236-5002
IVR Code 2

Please Note:

- If you pay by check, it may be converted to an electronic payment (ACH).
- Receipt of payment does not bind coverage.

Your Agent is: NORTH RISK PARTNERS, LLC
218-681-1714
P O BOX 10
THIEF RIVER FALLS, MN 56701

If you have any coverage questions or policy changes, please call agency shown above.

Please tear along line and return with payment.

Roseau / Lake of the Woods Sportsmans Club
C/O Barb Arverson
PO Box 179
Warroad, MN 56763

Payment Information:

Account Number: 100002436600
Current Amount Due: \$2,557.94
Due Date: 06/22/2019
Amount Enclosed: \$ _____

West Bend Mutual Insurance Company
Bin 432
Milwaukee, WI 53288-0432

4321000024366000000002557940000002557948



Roseau County Request for Board Action

Agenda Item #: Committee Reports 1a <small>(for office use only)</small>		
Requested Board Date:	June 25, 2019	Originating Department: Wellness Committee
Subject Title (as it will appear on the Agenda): Wellness Policy Revision	Presenter: Cynthia Tangen	
	Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Requesting approval of the attached Wellness Policy revision to include Employee Recognition pursuant to MN Statute 15.46.		
Background: The County Board may provide Employee Recognition with the necessary staff, equipment, and facilities, and may expend funds as necessary to achieve the objectives of this policy.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input checked="" type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Wellness Policy

POLICY

It is the policy of Roseau County to provide an Employee Wellness and Recognition Program. As such, Roseau County establishes a Wellness Committee and provides support for the Employee Wellness and Recognition Program.

PROGRAM COMPONENTS

Successful workplace wellness programs contain eight key components: Assessment, Awareness, Health Screenings, Specific Wellness Activities, Targeted Health Programs, Environmental Changes, Disease Management and Program Evaluation.

The County will fund up to \$150.00 for an employee farewell/retirement recognition event for those employees leaving with at least ten years of combined service (part-time and/or full-time). These dollars may fund a cake, refreshments and decorations. Each department will be responsible to budget for their employee events. Employees who are rehired with Roseau County after receiving a County-funded farewell/retirement event will not receive another County-funded event. Upon request by the applicable department, the Coordinator's Office will prepare a framed Letter of Recognition for presentation to the employee. Any additional gifts must be purchased with donations from co-worker's personal contributions.

-In addition, pursuant to MN Statute 15.46, the County Board may provide the necessary staff, equipment and facilities, and may expend funds as necessary to achieve the objectives of this Policy.

MISSION

The Roseau County Wellness Team serves County employees and their families by promoting healthy activities and lifestyles with the belief that supporting the health and well-being of employees increases productivity, reduces long-term costs and enhances the quality of life. Roseau County desires to recognize both existing and retiring employees~~employees upon completion of their service~~ as an expression of gratitude for their part in delivering quality services to our constituents.



Roseau County Request for Board Action

Agenda Item #: County Board 1 <small>(for office use only)</small>		
Requested Board Date:	June 25, 2019	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): Commissioner Committee Reports		Presenter: Commissioners
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Commissioners will present their Committee Reports.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

JACK SWANSON COMMITTEE REPORT

JUNE 11, 2019 - HIGHWAY COMMITTEE

JUNE 11, 2019 - PUBLIC HEALTH COMMITTEE; community health assessment surveys

JUNE 11, 2019 - JADIS TOWN BOARD; pocket gopher bounty

JUNE 13, 2019 - ASSOCIATION OF MINNESOTA COUNTIES DISTRICT III SPRING MEETING (RED LAKE FALLS)

JUNE 13, 2019 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE TELECONFERENCE (RED LAKE FALLS)

JUNE 17, 2019 - WELLNESS COMMITTEE

JUNE 17, 2019 - COUNTY FAIR BOOTH COMMITTEE; 2020 census

JUNE 17, 2019 - OPERATIONS COMMITTEE

JUNE 17, 2019 - ROSEAU SCHOOL BOARD

JUNE 18, 2019 - SOCIAL SERVICES BOARD

JUNE 18, 2019 - TELECONFERENCE WITH THE OFFICE OF THE STATE AUDITOR

JUNE 18, 2019 - JUVENILE DETENTION ALTERNATIVES INITIATIVE

JUNE 18, 2019 - BOARD OF APPEAL AND EQUALIZATION

JUNE 19, 2019 - ASSOCIATION OF MINNESOTA COUNTIES COMMUNICATIONS PLAN (ST PAUL)

JUNE 20, 2019 - ASSOCIATION OF MINNESOTA COUNTIES PREFERRED BUSINESS PARTNERS (ST PAUL)

JUNE 21, 2019 - ASSOCIATION OF MINNESOTA COUNTIES FINANCE COMMITTEE (ST PAUL)

JUNE 21, 2019 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (ST PAUL)