

## REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **August 13, 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:

**8:35 Call to Order**

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

**8:40 Delegations/Board Appointments/Public Comments\***

1. Myles Hogenson – Roseau County Trailblazers Update

**8:55 Consent Agenda**

1. July 23, 2019 Board Proceedings
2. Roseau/LOW Sportsman's Club – Request for Reimbursement
3. Operational Enhancement Grant – Veteran Services Office
4. Pine to Prairie Joint Powers Agreement

**9:00 Department Reports**

**9:05 Committee Reports**

**9:10 County Board Items**

1. Warroad River Watershed Board Appointment
2. Resolution of Support – Quin County Grant Application
3. Pay Structure Administration Options
4. Retainer Agreement – Appraisal Services
5. Tax Court Discussion (*the meeting may be closed pursuant to MN Statute 13D.05, Subd. 1(d)*)
6. 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>	August 13, 2019	<b>Originating Department:</b> Roseau County Trailblazers
<b>Subject Title (as it will appear on the Agenda):</b> Roseau County Trailblazers Update		<b>Presenter:</b> Myles Hogenson
		<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 checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
<b>Board Action Requested:</b> Myles will be providing an update on the Roseau/LOW County Sportsman's Club.		
<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

July 23, 2019

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, July 23, 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 Jeff Pelowski, Joleen Kezar, Kristy Kjos, Martie Monsrud, Sue Grafstrom, Karla Langaas, Terry Kveen, Laura Dempsey-Kveen, Tim Kveen, Layn Kveen, Norm Kveen, and Mitch Magnusson.

## APPROVAL OF AGENDA

Karla Langaas requested adding the authorization to hire a Social Worker Supervisor, and to advertise to hire a Social Worker to Department Reports. Auditor Monsrud requested adding a Petition to alter the boundaries of the unorganized north and south portions of Jadis Township, and a tax-forfeited property in the City of Strathcona to be listed as non-conservation land to County Board Items. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Falk, and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Auditor Monsrud reminded the Board that the Roseau County Fair Parade is this afternoon. Coordinator Pelowski noted that there is a Wage Committee meeting today.

## APPROVE BILLS

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

### Warrants Approved For Payment 7/11/2019 (Warrant #140814-140834)

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	3,193.87
MN DEPT OF FINANCE -TREAS	3,255.00
NORTH STAR ATV CLUB	8,257.19
POLARIS INDUSTRIES INC	7,462.69
RIVERFRONT STATION	5,270.20
ROSEAU CITY	10,780.57
15 Payments less than 2,000.00	7,299.06
<b>Final Total:</b>	<b>45,518.58</b>

### Warrants Approved For Payment 7/18/2019 (Warrant #140835-140851)

<u>Vendor Name</u>	<u>Amount</u>
CONNELL/RORY	2,000.00
MARK SAND & GRAVEL CO	956,356.00
ROSEAU RIVER WATERSHED DIST	6,232.50
SATHER LAW OFFICE	14,102.63
SIKORSKI/SHANON	2,000.00
SWINGEN CONSTRUCTION CO	44,842.04
11 Payments less than 2,000.00	5,836.47
<b>Final Total:</b>	<b>1,031,369.64</b>

**Warrants Approved On 7/23/2019 For Payment 7/26/2019 (Warrant #140852-140946)**

<u>Vendor Name</u>	<u>Amount</u>
BRIGGS	2,861.00
CDW GOVERNMENT INC	2,757.48
CUMMINS NPOWER LLC	2,068.95
EVCO PETROLEUM PRODUCTS INC	3,505.95
FARMERS UNION OIL CO-WARROAD	5,432.80
GENERAL EQUIP & SUPPLIES INC	5,797.80
JOHNSON OIL CO INC	5,757.72
LIBERTY TIRE RECYCLING SERVICES	3,314.34
LIFECARE MEDICAL CENTER-HOME HEALTH	2,125.16
MAR-KIT LANDFILL	41,498.00
MATTSON PHARMACY INC	2,216.52
MSOP-MN SEX OFFENDER PROGRAM-D 462	4,476.00
NORTHERN RESOURCES COOPERATIVE	20,534.36
PRO-WEST & ASSOCIATES INC	3,185.00
ROSEAU CO COOP ASSN	9,149.03
ROSEAU CO HWY DEPT	28,363.68
RUPP ANDERSON SQUIRES & WALDSPU	4,747.10
78 Payments less than 2,000.00	35,443.42
<b>Final Total:</b>	<b>183,234.31</b>

**DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS:**

Kveen Family and Mitch Magnusson

The Kveen family met with the Board to discuss their family farm and to request Board support in their efforts to keep their land. The DNR and the Roseau River Watershed Board (RRWD) want to purchase their land for the Roseau Lake Bottom Flood Control Project. If successful, their 1300 acres of farmland, which is currently being farmed by Mitch Magnusson, would be reduced to only 80 acres. They stated that they have requested an environmental study on the project from the RRWD, but to their knowledge, a study has not been completed. Norm Kveen owns an additional 400 acres of land that will also be a part of this Project and he stated that he doesn't want to sell either. Commissioner Swanson thanked them for providing this information to the Board; however, he also informed them that the County does not have direct jurisdiction over this project.

**CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the July 9, 2019, Board Proceedings; approved the Authorization to Advertise for the Roseau River Watershed Board opening; approved the payroll change for the Veterans Service Officer; approved the re-appointment of Colleen Lorenson to the Social Services Board; and approved the payroll change for the Assessor.

**DEPARTMENT REPORTS**

**Social Services**

Authorization to Hire – Social Work Supervisor

Karla Langaas requested the Board authorize the internal hire of Carrie Rath for the position of Social Work Supervisor. Following discussion, Commissioner Falk motioned to approve the hire of Carrie Rath, at a Grade 10, Step B wage, effective August 12, 2019, seconded by Commissioner Wicklund, and carried unanimously.

#### Authorization to Advertise for Hire – Social Worker

Karla Langaas requested the Board authorize an Advertisement to Hire a Social Worker to fill Carrie Rath's previous position. Commissioner Swanson motioned to authorize advertising to hire a Social Worker, seconded by Commissioner Falk, and carried unanimously.

### **COUNTY BOARD ITEMS**

#### Petition to alter the boundaries of Unorganized North and South portions of Jadis Township

Auditor Monsrud received a petition from the residents of the North and South Unorganized portions of Jadis Township to alter the boundaries by combining the two areas. A date and time for a public hearing must be set and a notice of public hearing must be provided at least 30 days prior to the hearing. A motion to set a public hearing date of August 27, 2019, 8:40 a.m., to take public comment concerning the proposed combination of the North and South Unorganized portions of Jadis Township, was made by Commissioner Falk, seconded by Commissioner Walker, and carried unanimously.

#### Tax-Forfeited Land in the City of Strathcona

Auditor Monsrud requested the Board classify the tax-forfeited land in the City of Strathcona as non-conservation land. After discussion, Commissioner Wicklund made a motion to approve designating the tax-forfeited land in the City of Strathcona as non-conservation land, seconded by Commissioner Horner, and carried unanimously.

#### Commissioner Committee Reports (June 25 – July 9, 2019)

Commissioner Falk reported on the following committee(s): Social Services Board Meeting; Highway Committee Meeting; Safety Committee Meeting; Roseau River Watershed Board Meeting; Courthouse Utilization Employee Meeting; Natural Resources Joint Powers Board Meeting; Fair Board Dinner.

Commissioner Horner reported on the following committee(s): Social Services Board Meeting; Highway Committee Meeting; Safety Committee Meeting; Courthouse Utilization Employee Meeting.

Commissioner Swanson reported on the following committee(s): Domestic Violence Advisory Committee Meeting; Lawsuit Mediation; Roseau School Board Meeting; Social Services Board Meeting; Highway Committee Meeting; Safety Committee Meeting; Northwest Minnesota Housing and Redevelopment Authority Meeting; Association of Minnesota Counties Cannabis Committee.

Commissioner Walker reported on the following committee(s): Social Services Board Meeting; Highway Committee Meeting; Natural Resources Joint Powers Board Meeting; Fair Board Dinner.

Commissioner Wicklund reported on the following committee(s): Quin County Board Meeting; Social Services Board Meeting; Highway Committee Meeting; Two Rivers Watershed Board Meeting; Courthouse Utilization Employee Meeting; Fair Board Dinner.

Unfinished Business

Sue Grafstrom discussed with the Board the Disaster Declaration for the flooding of roads this spring. She has been working on gathering information and submitting it to the State. Due to the Presidential Declaration, Roseau County is eligible for Federal reimbursement of County funds expended to repair the damaged areas.

Upon motion carried, the Board adjourned the meeting at 10:10 a.m. The next Regular meeting of the Board is scheduled for Tuesday, August 13, 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





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: Roseau/Low Trails Butler Grade	1B. Date: 7/28/19
1C. Club name: Ros/Low Sportsman	1D. Sponsor name: Roseau County
Reimbursement period start date (for this request):	Reimbursement period end date (for this request):

2. Description of work accomplished:  
Butler Grade trail Enhancement

Development accomplishments)

Number of miles constructed to date

Number of bridges

Number of parking areas

Maintenance accomplishments)

Number of miles maintained (this reimbursement only)

Trail width

Number of miles traveled by grooming equipment (shared winter trails only)

3. Project Cost Breakdown and Explanation

3A. Administration Explanation: 16 hrs x 15	\$240.00
3B. Acquisition / relocation Explanation:	
3C. Construction Two Bridges, applying Rock, Culverts, Toe-toe work	\$9412.78
3D. Facilities Description:	
3E. Trail system map printing Explanation:	<del>627.00</del>

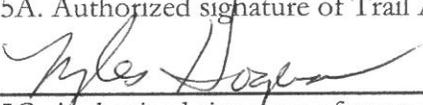
<b>Total cost (Sum 3A – 3E):</b>	<b>Total reimbursable amount of cost (Up to 65% of Total cost sum 3A – 3E):</b> 6274.31
----------------------------------	--

3F. Maintenance Signing, Brushing, mowing, Explanation:	2698.40
--	---------

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:

<b>Total cost (Sum 3F – 3H):</b>	<b>Total reimbursable amount of cost (Up to 90% of Total cost sum 3F – 3H):</b> 2428.56
----------------------------------	--

<b>4. Grant</b>			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H)  <div style="text-align: center; font-size: 1.2em;">12111.18</div>	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:  <div style="text-align: center; font-size: 1.2em;">8702.87</div>		
4C. Balance remaining from previous grants:  FY _____ FY _____		4D. Grant balance after this request for reimbursement	
<b>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.</b>			
5A. Authorized signature of Trail Administrator:  			5B. Date of signature:  <div style="text-align: center; font-size: 1.2em;">7/28/19</div>
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
<b>6. Required Attachments. Check if applicable.</b>			
6A. Yes <input type="checkbox"/> No <input type="checkbox"/> Any Bids Required?			
6B. Yes <input type="checkbox"/> No <input type="checkbox"/> Original Signatures on all copies?			
6C. Yes <input type="checkbox"/> No <input type="checkbox"/> Signed Work Logs?			
6D. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Invoices Included for Purchases and Services Over \$100.00?			
<b>7. DEPARTMENT USE ONLY This invoice approved for payment by:</b>			
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		Year									
Reflected		Keegan Acordia		2010									
Date	Operator Name	Hours	Rate	Cost (\$)	Mode of Transportation	Hours	Rate	Cost (\$)	Other Equipment	Other Equipment	TOTAL COST	Worked Location (15)	Expenditure Type Code (16)
7/19	Myles A	2.0	20.00	40.00	Hand trailer	1.08	136.34	143.34	Traction Rest	100.00			
7/23	Myles A	6.0	20.00	120.00	1 Ton Trailer	1.08	104.76	104.76	Traction Rest	100.00			
7/25	Myles A	6.0	20.00	120.00	1 Ton Trailer	1.08	103.96	103.96	Traction Rest	100.00			
7/27	Myles A	8.0	20.00	160.00	Pickup	1.08	45.36						
7/28	Loren A	8.0	15.00	120.00	Pickup	1.08	45.36						
7/29	Don J	8.0	15.00	120.00	Pickup	1.08	45.36						
7/30	Ron M	8.0	15.00	120.00	Pickup	1.08	45.36						
7/30	Myles A	6.0	15.00	90.00	Pickup	1.08	45.36						
7/30	Loren A	6.0	15.00	90.00	Pickup	1.08	45.36						
7/30	Tom M	6.0	15.00	90.00	Pickup	1.08	45.36						
7/30	Don S	6.0	15.00	90.00	Pickup	1.08	45.36						
TOTAL		51.0	1620.00	828.17		518.40	570.00	828.17			2698.40		

I hereby certify that the modes of transport and services shown on this document and on attached invoices have been delivered, used directly or indirectly, and are not for resale and are not for the use of any other person or entity. I understand that this information will be used for program administration purposes.

*Keegan Acordia* (Signature)  
Keegan Acordia (Print Name)

ADMINISTRATOR: [Blank]  
OPERATOR: [Blank]  
DATE: [Blank]  
PROJECT: [Blank]  
LOCATION: [Blank]  
EQUIPMENT: [Blank]  
OPERATOR'S SIGNATURE: [Blank]  
DATE: [Blank]





Roseau County Trailblazers 139062

CUSTOMER'S ORDER NO. \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ DATE 9/16/19  
 NAME Roseau / Low Sportsman Club  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_

SOLD BY \_\_\_\_\_ CASH  C.O.D. \_\_\_\_\_ CHARGE \_\_\_\_\_ ON. ACCT. \_\_\_\_\_ MDSE. RETD. \_\_\_\_\_ PAID OUT \_\_\_\_\_

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2 120	2x 6x12 Puff Cub Treated		1758.28
3			
4			
5 600	Lag Belt		704.00
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
RECEIVED BY _____			2462.28

Quin #  
1732

A-5805  
T-46320/46350

KEEP THIS SLIP FOR REFERENCE





STATE OF MINNESOTA  
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM  
GRANT AGREEMENT

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

**Recitals**

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2, the State is empowered to enter into this grant.
2. The State is in need of enhancing the operation of the County Veterans Service Offices (CVSO). This grant must be used to enhance the operations of the Grantee's CVSO under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
3. The Minnesota Legislature has funded grants to the counties through MDVA for many years. The established practice has been to provide advanced payments of the full grant amount to the Grantee. This has been done to ensure that the counties have sufficient funds available to conduct programming and complete the tasks required by the grant. The counties often have limited cash reserves and do not have the financial capabilities to make grant expenditures first and wait for reimbursements from the State. Therefore, based on their past performance, MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the grant agreement.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

**Grant Agreement**

**1. Term of Grant Agreement**

- 1.1 **Effective date:** **July 1, 2019**, or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later. Per, Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant agreement is fully executed. The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work except as permitted by Minnesota Statutes §16B.98, Subdivision 11.
- 1.2 **Expiration date:** **June 30, 2020**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

## 2. Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).
- 2.2 Conduct this grant only as authorized under Minnesota Statute 197.608, Subd.5. This grant must not be used to supplant any existing funding, or to duplicate any programs or services available to Veterans from other agencies or organizations.
- 2.3 Conduct the CVS0 Operational Enhancement Grant Program ("Program") by purchasing one, or more, of the allowable goods and services as specified in the CVS0 Operational Enhancement Grant Items Approved/Disapproved, Attachment A, which is attached and incorporated into this grant agreement. If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVS0 Operational Enhancement Grant Items Approved/Disapproved, Attachment A, they must submit an email request to the State Authorized Representative listing the item, the estimated cost, and how the item will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from State Authorized Representative.
- 2.4 Comply with the requirements as specified in the MDVA Grants Manual (Rev. 5), Attachment B, which is incorporated into this grant agreement by reference and available on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>). In the event that any provision of the MDVA Grants Manual (Rev. 5), Attachment B, is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.5 Upon executing the grant agreement, the Grantee must submit to the State for approval:
  - 2.5.1 A Conflict of Interest Disclosure Form (page 1 only) for Grantee staff members with fiscal and/or programmatic responsibilities for administering the grant as required in the MDVA Grants Manual (Rev. 5), Attachment B;
  - 2.5.2 The current annual County Budget for the CVS0 Program, a sample of which is attached and incorporated into this grant agreement as Attachment C; and
  - 2.5.3 A County Board Resolution with a raised County seal, a sample of which is attached and incorporated into this grant agreement as Attachment D.
- 2.6 If at any time during administering the grant, a personal or professional conflict of interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the MDVA Grants Manual (Rev. 5), Attachment B, to determine if corrective action is necessary.
- 2.7 Upon the conclusion of this Project, the Grantee must close out the grant as specified in the MDVA Grants Manual (Rev. 5), Attachment B to the satisfaction of the State, in order to account for all grant funds expended. Grantees must document expenditures using the CVS0 Budget Expenditure Spreadsheet, Attachment E, in Excel format, a sample of which is attached and incorporated into this grant agreement. Grant expense supporting documentation (e.g. invoices and receipts) must be retained on-file and must be made available to the State Authorized Representative upon request.
- 2.8 In the event that any provision of the Grantee's charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.9 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grant Manual (Rev. 5), Attachment B, including a final inspection upon grant completion.

### 3. Time

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

### 4. Consideration and Payment

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

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

4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The total travel budget may comprise all or a portion of the Total Obligation. The Grantee will report all travel-related expense on the Travel Log (as provided in the MDVA Grant Manual (Rev. 5), Attachment B) in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Travel and subsistence expenses incurred outside Minnesota is allowed, when necessary for the accomplishment of routine tasks (e.g. transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work.

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

#### 4.2 Payment

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

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

4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's duties, and shall promptly return to the MDVA any funds greater than \$25.00 not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 20 business days of the end of the grant period, whichever comes first.

#### 4.3 Contracting and Bidding Requirements.

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

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

- 4.3.3 Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- 4.3.4 The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
  - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
  - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
- 4.3.5 The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- 4.3.6 The grantee must maintain support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- 4.3.7 Notwithstanding 4.3.1 – 4.3.4., the State may waive bidding process requirements when:
- 4.3.7.1 Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; and
- 4.3.7.2 It is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- 4.3.8 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.
- 4.3.9 The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>
- 4.3.10 The Grantee will record all contract and bidding quotes according to the bidding threshold specified above on the Contract and Bidding Log Sheet, as provided in the MDVA Grants Manual (Rev. 5), Attachment B, and submit this record with the Final Report (as applicable).

## 5. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be **unsatisfactory** or performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grant Manual, (Rev. 5), Attachment B, as provided by the State.

## 6. Authorized Representative

The State's Authorized Representative is **Liz Kelly**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12<sup>th</sup> Street, St. Paul, Minnesota 55155, 651-201-8225, [liz.kelly@state.mn.us](mailto:liz.kelly@state.mn.us) or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement.

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

## 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 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. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## 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, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give

the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

## 10.2 **Intellectual Property Rights**

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

### 10.2.2 **Obligations**

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

10.2.2.2 **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or

action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

## 11. Workers' Compensation

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

## 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. All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable.

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

## 13. Governing Law, Jurisdiction, and Venue

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

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

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

14.3.1 It does not obtain funding from the Minnesota Legislature;

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

#### **15. Data Disclosure**

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

**APPROVED:**

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: *Jenifer Brian*

Date: 7-19-19

**3. STATE AGENCY**

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

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

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

SWIFT Contract/PO No(s): PO 3-40136

**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: \_\_\_\_\_

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

By: *Martin Howes*

Title: CVSO

Date: 8-2-2019

## ATTACHMENT A CVSO Grant - Items Approved/Disapproved – FY2020

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

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

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

*Expenses must be incurred (e.g. invoice date/service period) before the end of the grant period (June 30, 2020)*

### EQUIPMENT & SUPPLIES

<b>Monitors</b> and Dual monitor video cards	<b>Teleconferencing equipment</b>
<b>Laptops/Tablet PC's/I-Pad</b> (including accessories)	<b>Paper shredders</b> or shredding contracts
<b>Personal computers</b> - Desktop	<b>TV /DVD combinations</b>
<b>Printers/Scanners</b>	<b>Mobile broadband data access device/Hotspot</b>
<b>Phone &amp; Internet Service/Cellular Phones/Smart Phones/Headsets</b> – Phone ONLY	<b>Fax machines and installation of initial phone line</b>
<b>Photo copiers</b> (or 12 month lease) (Including user maintenance agreements.)	<b>Cell Phone Repeater</b> (and installation)
<b>Digital Video Recorders, Cameras , Projectors</b> – LCD/DLP	<b>Office Supplies</b> related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, label printers and supplies etc.).
<p><b>Office Furniture</b> that <i>is necessary</i> and is directly related to computerization and organization efforts (required furniture for newly purchased equipment such as computer desk, printer stand, scanner table, etc. or other items to increase organization like filing cabinets, etc.).</p> <p><b>Office Furniture</b> that <i>is necessary</i> and is directly related to *new/increased staffing (desk, chair, cubicles, etc.).</p> <p>Note: Locking filing cabinets, sit/stand desk accessories and new furniture to accommodate Veterans' visits in VSO office OK anytime.</p>	

### COMPUTER SOFTWARE, TRAINING & REFERENCE MATERIALS

<b>Extended Warranties/extended maintenance contracts</b> – on equipment and related software <u>purchased during current grant cycle only</u> . (1 year max)	<b>Veterans Information/Case Management Systems and Software</b> (Including user maintenance agreements.) <b>Reference Materials</b> (Medical dictionaries, VA rules and regulations manuals, etc.).
<p><b>CVSO Trainings/Webinars</b></p> <ul style="list-style-type: none"> <li>• * <b>Training at local colleges</b> – Includes all staff in CVSO Office and must relate to the position of CVSO/ACVSO. (Must be pre-approved)</li> <li>• <b>Admin Staff Training</b> MACVSO Assistant and Secretaries Conference</li> </ul> <p>* Allowed for CVSOs and ACVSOs who are qualified under <a href="#">MS 197.601</a>.</p>	

## MARKETING

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

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

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

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

## MISCELLANEOUS

**Salary Expenses** for new, increased CVSO staff that provide direct services to Veterans.

Note – Salaries may also be applied to CVSO grant in subsequent years.

## VETERANS SERVICES

**Payments made to a third party on behalf of a Veteran**, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc. without prior State approval.

### Veteran Homelessness

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

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

### Medical Expenses

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

**“Outreach” Expenses** such as benefits fairs, town halls and seminars are allowed for events when CVSO staff are physically present to handout Veteran information and answer Veteran’s questions.  
(*Refreshments & food over \$500.00 must be pre-approved*)

### Returning Service Member Reintegration

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

### Veteran Medallions

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

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

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

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

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

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

### Items Not Approved:

- Direct cash assistance payments to Veterans, their survivors or dependents.
- Donations & Sponsorships (including donations to Veteran Service Organization events)

## Attachment B

**MDVA Grant Manual Rev. 5** (available on the MDVA Website - Grants Page:  
<https://mn.gov/mdva/resources/federalresources/grants/>)

# Attachment C

## County Budget EXAMPLE - County Veteran Service Office Program

12/13/18 10:27AM

\*\*\*

COUNTY

\*\*\*



Page 2

01 FUND GENERAL REVENUE FUND

USER-SELECTED BUDGET REPORT

Report Basis: Cash

Account Number	Account Description	2019 BUDGET	Spent Year To Date Mo. 01 - 12
121 DEPT	Veterans Service Officer		
01-121-000-0000-6103	Salaries- Full Time	68,126	0
01-121-000-0000-6150	Life Insurance	48	0
01-121-000-0000-6153	Health Insurance	10,200	0
01-121-000-0000-6163	Pera- Employer	5,100	0
01-121-000-0000-6175	Fica- Employer	5,100	0
01-121-000-0000-6201	Telephone	800	0
01-121-000-0000-6202	Postage	318	0
01-121-000-0000-6225	Veterans Rides	22,500	0
01-121-000-0000-6240	Advertising/Notices/Subscriptions	1,250	0
01-121-000-0000-6241	Conf.Exp/Regs/Tmg/Dues	665	0
01-121-000-0000-6262	Data Proc. Serv. & Support	1,000	0
01-121-000-0000-6330	Travel Expenses- Mileage	2,355	0
01-121-000-0000-6331	Lodging & Parking	1,500	0
01-121-000-0000-6335	Meals- Taxable	200	0
01-121-000-0000-6340	Rentals & Service Agreements	52	0
01-121-000-0000-6401	Office Supplies	250	0
01-121-558-0000-5302	OUTREACH & OPERATIONS GRANT	7,500	0
01-121-558-0000-6240	Advert/Legal Notices/Subsc.	3,000	0
01-121-558-0000-6260	Prof.&Tech.Services	4,500	0
<b>DEPT 121</b>	<b>Veterans Service Officer</b>		
	<b>Revenue</b>	7,500	0
	<b>Expend.</b>	126,964	0
	<b>Net</b>	119,464	0
<b>FUND 01</b>	<b>GENERAL REVENUE FUND</b>		
	<b>Revenue</b>	7,500	0
	<b>Expend.</b>	126,964	0
	<b>Net</b>	119,464	0
<b>Final Totals</b>			
	<b>Revenue</b>	7,500	0
	<b>Expend.</b>	126,964	0
	<b>Net</b>	119,464	0

Copyright 2010- 2017 Integrated Financial Systems

# Attachment D

## County Board Resolution EXAMPLE

### RESOLUTION OF ABC County

BE IT RESOLVED by ABC County that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

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

WHEREUPON the above resolution was adopted at a monthly meeting of the County Board Chair this second day of August, 2019.

Board Chair Signature

Authorized Signature and Title

August 2, 2019

Date

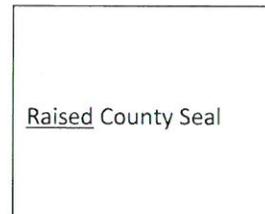
STATE OF MINNESOTA

ABC County

I, Clerk Name, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said ABC County, that I have compared the above resolution with the original passed and adopted by the County Board of said ABC County at a monthly meeting thereof held on the first Thursday of August, 2019 at 7:30 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first Thursday of August, 2019, and have hereunto affixed the seal of the County.

Clerk Signature Authorized Signature and Title



# Attachment E – Sections One and Two

## Final Report & Budget Expenditure Spreadsheet

	A	B	C	D	E	F	G	H
1								
2	<b>Date:</b> _____							
3	<b>Organization Name:</b> _____							
4	<b>Representative Name:</b> _____							
5	<b>Reimbursement Payment Request Number:</b> _____ (e.g. RPR #1)							
6	<b>Reimbursement Payment Request Amount: \$</b> _____							
7	<b>RPR Period:</b> _____ - _____ (i.e. Invoice/Receipt Date Range)							
8	<b>SECTION ONE - CVSO Final Report/Summary Statement</b>							
9	<p><b>Grant Expenditure Summary Statement</b></p> <p>In 1-2 paragraphs, please describe the background/context for this years' CVSO grant expenditures. For instance:</p> <ul style="list-style-type: none"> <li>• Do the County's grant expenditures address a particular "gap" in services to Veterans unique to your County?</li> <li>• Are your expenditures related to new programming this year?</li> <li>• Are there other significant "gaps" in services unique to your County?</li> </ul>							
.0								
.1								
.2	<b>SECTION TWO - CVSO Metrics</b>							
.3	1. Total number of Full-time (% FTE) CVSO Staff (filled): _____							
.4	2. Total number of Full-time (% FTE) CVSO Staff (open): _____							
.5	3. Total County CVSO Program Budget: _____							
.6	4. Total Number Veteran/Family Office Visits (inc. Phone mtgs): _____							
.7	5. Total Number Veteran/Family Outreach Visits (CVSO Staff Must Be Present): _____							
.8	6. Approximate Total Number Veterans served at Outreach Visits: _____							

## Attachment E - Section Three – Example Final Report & Budget Expenditure Spreadsheet

	A	B	C	D	E	F	G	H	I
1	<b>Budget Expenditure Spreadsheet Example</b>								
2	Enter each individual invoice/receipt expenditure separately. Adding rows as needed and adjust the Excel formulas.							Total Expenditures (e.g. Receipts)	TOTAL EXPENDITURES by Budget Category (to Date)
3	<b>BUDGET CLASS</b>	Budget Category (e.g. Publicity, Travel, Equipment etc.)	Budget Item (e.g. Star Tribune, Apple Store, Office Max.)	Vendor/ Business Name (e.g. Star Tribune, Apple Store, Office Max.)	Invoice Date or Service Dates	Was LinkVet printed/ referenced ?	Invoice Number		
4									
5	<b>ADMINISTRATION</b>	Office	Information Management	Vetera Spec	8/15/2019		# 6588231	\$ 750.00	\$ 750.00
6									
7	<b>OPERATIONS</b>	Advertising	Newspaper Advertising	Star Tribune	12/1/19 - 6/30/20	Y		\$ 4,050.00	\$ 9,702.89
8		Advertising	Newspaper Advertising	Pioneer Press	9/1/19 - 12/31/19	Y		\$ 1,080.00	
9		Equipment	Apple iPhone and MacBook	Office Max	3/22/2020		# 7723489	\$ 1,294.00	
10		Travel	(See Travel Log for individual expenditures)					\$ 2,578.90	
11		Office Furniture (New employee)	Desk & chair	Best Buy	9/4/2019		# 21336008	\$ 699.99	
12	<b>SUPPORT SERVICES</b>	Veteran Services & Events	Veteran Transportation to Medical Appointment	Rainbow Rider, Inc	7/1/19 - 6/30/20		# 402	\$ 897.21	\$ 1,486.21
13			Homeless Veteran Lodging (2 nights)	Super 8 Hotel	12/1/19 - 12/2/2019		# 76990	\$ 386.68	
14			Veteran Booth	_____ County Fair	3/15/2020 - 3/30/2020		# 25	\$ 202.32	
15	<b>SUB-TOTAL</b>							\$ 11,939.10	\$ 11,939.10
16	<b>Difference Paid by the County</b>							\$ (1,939.10)	\$ (1,939.10)
17	Column Total		Column Total					\$ 10,000.00	\$ 10,000.00





# Roseau County Request for Board Action

<b>Agenda Item #:</b> Consent 4 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 13, 2019	<b>Originating Department:</b> Attorney
<b>Subject Title (as it will appear on the Agenda):</b> Pine to Prairie Joint Powers Agreement	<b>Presenter:</b> Kristy Kjos	
	<b>Estimated Amount of Time Needed for Discussion:</b> <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
<b>Board Action Requested:</b> Requesting Board approval of the attached Fourth Amended & Restated Joint Powers Agreement for the Pine to Prairie Drug & Violent Crime Task Force.		
<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 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 _____		

**FOURTH AMENDED AND RESTATED  
JOINT POWERS AGREEMENT FOR THE  
PINE TO PRAIRIE  
DRUG AND VIOLENT CRIME TASK FORCE**

**THIS FOURTH AMENDED AND RESTATED AGREEMENT** is made and entered into by the undersigned, who are units of government responsible for the enforcement of controlled substance, gang, and violent crime laws in their respective jurisdictions. This agreement is made pursuant to the authority conferred upon the parties by the laws of the State of Minnesota, including the Joint Exercises of Powers Act, Minn. Stat. § 471.59.

**WHEREAS**, the Pine to Prairie Drug Task Force was organized and established by the County of Polk, the City of Crookston, and the City of East Grand Forks, pursuant to a Joint Powers Agreement ("Original Agreement") in 2008; and

**WHEREAS**, from time to time, the Original Agreement was amended pursuant to its terms by agreement of the parties; and

**WHEREAS**, an Amended and Restated Pine to Prairie Drug Task Force Joint Powers Agreement ("Amended Agreement") was approved by the parties in early 2014. The Amended Agreement incorporated all previously approved amendments to the Agreement and amended the Agreement to provide for participation by U.S. Customs and Border Protection as a non-voting member; and

**WHEREAS**, the Amended Agreement has been modified from time to time, and the undersigned parties desire to further amend and restate the Amended Agreement in order to provide for enhanced participation of members to this agreement in the task force as stated below.

**NOW, THEREFORE**, the undersigned Governmental Units, in the joint and mutual exercise of their powers, agree as follows:

**1. Name.**

- 1.1 The name of the joint powers entity created herein shall be the "Pine to Prairie Drug Task Force" (hereinafter "PTPDTF").

**2. General Purpose.**

- 2.1 The purpose of this Agreement is to establish an organization to coordinate efforts to investigate, apprehend, and prosecute drug, gang, and violent crime offenders. The PTPDTF shall seek to target felonies that have the likelihood of being related to the distribution of narcotics, gang activity, violent crimes, and/or other cases that have multi-jurisdictional impact.

**3. Members.**

- 3.1 The Members of this Agreement shall consist of the following units of government:

The City of Crookston (Full member);  
The City of East Grand Forks (Full member);

The County of Polk (Full member);  
The County of Roseau (Full Member)  
The County of Pennington and the City of Thief River Falls (Full Member - Combined);  
The County of Norman (Full Member);  
The City of Ada (Associate Member);  
The County of Red Lake (Associate Member);  
The County of Marshall (Full Member);  
The County of Kittson (Liaison Member);  
The County of Lake of the Woods (Full Member)  
U.S. Customs and Border Protection and Homeland Security Investigations (non-voting, Full Member - Combined);

3.2 The Polk County Attorney's Office shall participate as the legal advisor to the PTPDTF. However, when necessary, each of the respective Members to this Agreement shall obtain legal advice from their respective County Attorneys on cases from their respective jurisdictions.

3.4 The Members to this Agreement shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Members agree to act in good faith to undertake resolutions of disputes, if any, in an equitable and timely manner and in accordance with the provisions of this Agreement.

3.5 Full, Associate, and Liaison Members. Each Full Member to the PTPDTF shall assign at least one experienced peace officer to serve as an Agent on the task force, subject to the provisions set forth below.

3.5.1 Full Members. Each Full Member shall assign a peace officer to be an Agent on the task force, and such assignment shall be the principal assignment of such peace officer.

3.5.2 Associate Members. Each Associate Member is not required to assign a peace officer as an Agent to the task force, but will participate in PTPDTF investigations, operations and activities on occasion. Participation in occasional task force investigations, operations and activities by peace officers from an Associate Member will be initiated by requests from full time PTPDTF Agents or by the initiation of cases by the Associate Member officers that require or would benefit from task force assistance or participation. Task force case participation by Associate Member peace officers is contingent upon the Associate Member agency's supervisory notification and approval, if possible under the circumstances.

3.5.2.1 The following Associate Member agrees to contribute towards the annual budget of the PTPDTF, the following sum:

The County of Red Lake	\$5,000
------------------------	---------

Such funds shall be used by the PTPDTF for buy funds and

operational funds, as directed by the Governing Board.

3.5.2.2 The following Associate Member agrees to contribute the following sum to the Norman County Sheriff's Office to help fund Norman County's assigned Deputy to the PTPDTF:  
The City of Ada                      \$10,000

3.5.3 Liaison Members. Each Liaison Member is not required to assign a peace officer as an Agent to the task force, but will participate in PTPDTF investigations, operations and activities on occasion. Participation in occasional task force activities by peace officers from a Liaison Member will be initiated by requests from full time PTPDTF Agents or by the initiation of cases by the Liaison Member officers that require or would benefit from task force assistance or participation. Task force case participation by Liaison Member peace officers is contingent upon the Liaison Member agency's supervisory notification and approval, if possible under the circumstances.

3.6 Peace officers, who are assigned by Associate or Liaison Members to participate in PTPDTF investigations and operations, shall report to the Task Force Commander or Team Leader(s) during the course of joint operations or investigations. During joint operations and investigations, the Task Force Commander or Team Leader(s) or designee shall update and coordinate with the Associate or Liaison Member officer's supervisor to ensure compliance with work standards and department policy.

3.7 Peace officers, who are assigned by Associate or Liaison Members to participate in PTPDTF investigations and operations, shall be trained in the established operational protocols and practices of the PTPDTF. Operations involving the use of PTPDTF confidential funds shall require involvement of a full time PTPDTF Agent. Use of PTPDTF equipment by Associate Member or Liaison Member officers is allowed after the officer is trained in the use of the equipment and is approved by the Task Force Commander or Supervisor.

**4. Term of Agreement.**

4.1 This Agreement shall be effective upon execution by the parties hereto and the term of this Agreement shall be for the remainder of the calendar year, thereby terminating on December 31, 2019, unless the Agreement is terminated earlier, pursuant to Section 12.1 of this Agreement.

4.2 The Members agree that this Agreement shall be automatically extended for successive one-year terms upon the same terms, conditions, and covenants, unless the PTPDTF is dissolved prior to expiration of the initial or successive term.

**5. Coordinating Agency.**

5.1 Unless otherwise provided by resolution of the Governing Board, the City of Crookston shall serve as the Coordinating Agency.

- 5.2 Acting on behalf of the PTPDTF and its members, the Coordinating Agency shall apply for state and/or federal funding through grant agreements with the Minnesota Department of Public Safety, Office of Justice Programs (OJP) the United States Department of Justice, Bureau of Justice Assistance, and/or any other sources of grant funding available to support the operations and expenses of the PTPDTF ("Grant Funds"). Unless otherwise designated by resolution of the Governing Board, the City of Crookston Chief of Police shall be the "authorized official" as defined in the general policies and procedures for applying for and accepting Grant Funds.

## **6. Governing Board.**

- 6.1 Creation and Composition. A joint powers board, known as the PTPDTF Governing Board, is established for the purposes contained herein with the powers and duties set forth in this Agreement. The Governing Board shall consist of not less than six members, nor more than 17 members, which shall include two (2) members appointed from each participating Full Member agency and an attorney from the Polk County Attorney's Office. Board members shall not be deemed employees of the PTPDTF and shall not be compensated by it.
- 6.2 Officers.
- 6.2.1 At the first meeting of each year, the Governing Board shall elect from the persons representing Full Members a Chair, a Vice-Chair, and such other officers, if any, as it deems necessary to conduct its meetings and affairs. The attorney appointed to the Governing Board shall not be eligible to serve as an officer of the Governing Board. Associate and Liaison Members shall not be entitled to representation on the Governing Board, but shall be entitled to attend meetings of the Governing Board and serve in an advisory role to the Governing Board.
- 6.2.2 The Governing Board may adopt rules and regulations governing its meetings. Such rules and regulations may be amended from time to time at either a regular or a special meeting of the Board provided that at least ten (10) days prior notice of the meeting has been furnished to each Board member.
- 6.2.3 The Chair and any other officers so selected shall serve for a term of one (1) year or until the officer ceases to be a Governing Board member, whichever is shorter.
- 6.2.4 The Chair shall have no more power than any other member of the Governing Board, except that the Chair shall have the authority to do the following:
- 6.2.4.1 Give notice of any meetings when scheduled or otherwise called;
- 6.2.4.2 Call meetings to order and provide for their orderly and efficient conduct;
- 6.2.4.3 Provide for the preparation of minutes of all meetings; and

6.2.4.4 When authorized by the passage of a motion by the Governing Board, execute such contracts, agreements, reports, filings, and other documents as necessary on behalf of the PTPDTF.

### 6.3 Meetings.

6.3.1 The Governing Board shall meet at least quarterly and shall have such other special meetings at such times and places as Chair of the Governing Board shall determine. Special meetings may be held on three (3) days' notice by the Chair or any two (2) Governing Board members, except that a special meeting to consider adoption of or amendments to the Governing Board's operating rules, pursuant to Section 6.2.2, shall require ten (10) days' notice. The presence of a majority of the duly appointed voting members of the Governing Board at a meeting shall constitute a quorum.

6.3.2 Each Governing Board member shall be entitled to one vote, with the exception of the members from the Polk County Attorney's Office and U.S. Customs and Border Protection and Homeland Security Investigations, whose assigned Governing Board members, who shall act in an advisory capacity only. Proxy voting is not permitted. The Governing Board shall function by a majority vote of the board members present, except as provided herein.

6.3.2.1 An affirmative vote of at least two-thirds of the members shall be required to:

6.3.2.1.1 Approve or amend the budget;

6.3.2.1.2 Abolish or dissolve the PTPDTF; or

6.3.2.1.3 Designate a Coordinating Agency, pursuant to Section 5.

### 6.4 Duties and Powers.

6.4.1 The Governing Board may adopt and amend such bylaws that it may deem necessary or desirable for the conduct of the business of the Governing Board. Such bylaws shall be consistent with the terms of this Agreement and any applicable laws or regulations.

6.4.2 The Governing Board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment of its duties and may enforce such contracts to the extent available in equity or at law. The Governing Board may authorize the Chair or Vice Chair of the Governing Board to execute those contracts.

6.4.3 The Governing Board may disburse funds in a manner which is consistent with this Agreement and with the method provided by law for the disbursement of funds by the Members to this Agreement. Such disbursements shall be made through the Fiscal Agent approved by the Governing Board.

- 6.4.4 The Governing Board may apply for and accept gifts, grants or loans of money or other property or assistance from the United States Government, the State of Minnesota, or any person, association or agency for any of its purposes. The Governing Board may enter into any agreement in connection therewith, and hold, use and dispose of such money, property or assistance in accordance with the terms of the gift, grant or loan relating thereto.
- 6.4.5 The Governing Board may cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which it is organized.
- 6.4.6 Other Conditions:<sup>1</sup> even though it may otherwise be stated herein, the PTPDTF, and each of its members, further agree as follows:
- 6.4.6.1 The PTPDTF will meet and maintain the conditions of eligibility established as a part of the Request for Proposal that established funding for the grant funded project.
- 6.4.6.2 The PTPDTF will be in compliance with the Open Meeting Law requirements contained in Minn. Stat., Chapter 13D.
- 6.4.6.3 The PTPDTF will be subject to the operational command and supervision of one of the participating agencies.
- 6.4.6.4 The PTPDTF will be subject to a biennial operational and financial audit contracted out to an external organization not associated with us and designed to ensure that our multijurisdictional entity and our designated fiscal agent are in compliance with applicable legal requirements, proper law enforcement standards and practices and effective financial controls.
- 6.4.6.5 The PTPDTF will ensure that it has adequate staffing and funding to support law enforcement, prosecutorial and financial operations, including bookkeeping, evidence handling and inventory recording.
- 6.4.6.6 The PTPDTF will process all seized cash, physical assets and evidence through the standard evidence handling procedures established by its policies and procedures or the policies and procedures of one or more of its Members.
- 6.4.6.7. Officers participating in the PTPDTF shall be subject to annual performance reviews conducted by its operational supervisor.

---

<sup>1</sup> These conditions originally were agreed to and adopted by the Governing Board pursuant to a Resolution of the PTPDTF adopted October 14, 2010.

- 6.4.6.8. The PTPDTF governing board will require that the prosecutor on the governing board who shall: (1) Recommend to the governing board the nature and frequency of training for officers assigned to the PTPDTF in order to increase successful prosecutions; (2) Advise the PTPDTF on the lawful handling and processing of seized property and evidence and forfeited property and money; and (3) Ensure that seizures and forfeitures are reported in accordance with Minn. Stat. § 609.5315, subd. 6.
- 6.4.6.9 The fiscal agent appointed by the Governing Board shall be approved by the Department of Public Safety. The Governing Board will require the fiscal agent to adhere to these conditions.
- 6.4.7 From the full-time Agents assigned to the PTPDTF pursuant to Section 7, the Governing Board shall appoint a Task Force Commander, who shall be responsible for overseeing and coordinating the day-to-day operations of the PTPDTF, subject to the supervision and direction of the Governing Board. The Task Force Commander must be a full-time, licensed peace officer of a full Member of the PTPDTF. The Task Force Commander shall remain an employee of the Member that has assigned them to the PTPDTF. Such Task Force Commander shall perform duties in accordance with Section 8 herein.
- 6.4.8 The Governing Board shall formulate policies and procedures to govern the Task Force Commander and PTPDTF Agents. In the absence of PTPDTF policies and procedures, the Task Force Commander and the Agents shall be governed by the policies and procedures of the respective law enforcement agency of the Member that appointed them to the PTPDTF.
- 6.4.8 The Governing Board shall cause to be made an annual audit of the books and accounts of the PTPDTF and shall make and file a report to its members which includes the following information:
- 6.4.8.1 The financial condition of the PTPDTF;
  - 6.4.8.2 The business transacted by the PTPDTF; and
  - 6.4.8.3 Any other matters which affect the interests of the PTPDTF.
- 6.4.10 The PTPDTF's books, receipts, and records shall be open to inspection by its Members at all reasonable times.
- 6.4.11 The Governing Board may contract with any of its Members to take title to, hold, manage and convey real and/or personal property obtained by the PTPDTF as a result of civil asset forfeiture proceedings.

6.4.12 The Governing Board may hold such property as may be required to accomplish the purposes of this Agreement and upon termination of this Agreement make distribution of such property as provided for in Section 12.2 of this Agreement.

**7. Duties of Task Force Members.**

7.1 Each Full Member shall assign one experienced, licensed peace officer to serve as Agents for the PTPDTF as follows:

City of Crookston	1 Full Time Equivalent (FTE)
City of East Grand Forks	1 FTE
County of Polk	1 FTE
County of Pennington & City of Thief River Falls (combined)	1 FTE
County of Roseau	1 FTE
County of Norman	1 FTE
County of Lake of the Woods	1 FTE
County of Marshall	1 FTE
U.S. Customs and Border Protection	4 FTEs
Homeland Security Investigations	<u>1 FTE</u>
Total:	13 FTEs

7.2 Agents assigned to the PTPDTF will be responsible for drug investigation, including but not limited to intelligence gathering and management, case development, and referrals of investigations for prosecution. Agents may also assist other law enforcement agencies in surveillance and undercover operations. Agents will work cooperatively with law enforcement officers from the Members and will work cooperatively with other federal, state, and local law enforcement agencies, as directed by the Task Force Commander.

7.3 Agents assigned to the PTPDTF will be supervised by the Task Force Commander or, in his/her absence, by a Team Leader or such other agent assigned by the Task Force Commander to act in his/her behalf.

7.3.1 From Agents assigned by Members, one or more Team Leaders may be appointed by the Governing Board, with the concurrence of the Agent's member agency, to serve at the pleasure of the Governing Board. Team Leaders so appointed shall act in the absence of the Task Force Commander and will have the duties, responsibility, and authority of the Task Force Commander during the time the Task Force Commander is absent.

7.3.1.1 The duties, responsibilities, and authority of the Team Leader(s), while the Task Force Commander is absent, shall be the same as the Task Force Commander as described in Section 8 herein. If there is more than one Team Leader, the Task Force Commander will assign one of the Team Leaders to act as Task Force Commander while the Task Force Commander is absent.

7.4 Agents will maintain compliance with the policies and procedures of the PTPDTF, and in the absence of a PTPDTF policy or procedures, Agents shall

maintain compliance with the applicable policy or procedure, if any, of his/her appointing Member.

- 7.5 Agents will adhere to all laws of the State of Minnesota and the United States of America.
- 7.6 Unless otherwise agreed to by the Governing Board, the Member appointing an Agent to the PTPDTF shall furnish the Agent with a weapon and a vehicle, and the Member shall pay any lease payments, insurance, maintenance and operating costs for said vehicle. Further, unless otherwise agreed to by the Governing Board, the Member appointing the Agent shall pay all expenses associated with tuition, travel, lodging and meals incurred on behalf of said Agent.
- 7.7 Agents assigned by the Members shall not be employees of the PTPDTF. Agents shall remain the employees of the Member that has assigned them to the task force and shall be compensated by that Member, except as otherwise provided herein.
  - 7.7.1 Grant Funds will be utilized to ensure that PTPDTF operations are properly funded, including but not limited to the funding of office supplies, support staff salary, cellular telephones and service, liability insurance, training, and confidential funds. The Members agree that remaining Grant Funds will be divided equally among its Full Member agencies for reimbursement of the Full Member assigned agent's salary (excluding benefits).<sup>2</sup>
- 7.8 During the term of this Agreement, the Members agree to maintain the law enforcement officer position assigned to the PTPDTF and shall maintain the FTE staffing assigned to the Task Force as shown in Section 7.1.

## **8. Task Force Commander.**

- 8.1 The Task Force Commander shall serve at the pleasure of the Governing Board and shall be in charge of the day-to-day operation of the PTPDTF, including supervising the task force's assigned personnel, subject to direction received from the Governing Board. The Task Force Commander is responsible for staffing, scheduling, case assignment, case management, record keeping, informant management, buy fund management, petty cash management and intelligence management.
- 8.2 The Task Force Commander will be responsible to keep the Governing Board updated as to the task force's activity, which would include major case development within Member jurisdictions.
- 8.3 The Task Force Commander will supervise the drafting and, when possible, the execution of all search warrants initiated by the PTPDTF and will work cooperatively with the agencies with venue over the case.
- 8.4 The Task Force Commander will be responsible for all buy fund monies and petty cash funds, if any is provided for by resolution of the Governing Board, and will provide the Governing Board with a monthly accounting of all funds

---

<sup>2</sup> The Members understand and agree that the amount of reimbursement to Full Member agencies will be equivalent to approximately one-half of their assigned agent's salary, excluding benefits and overtime.

disbursed and a written summary of activity involving task for buy money and funds.

- 8.5 The Task Force Commander shall be responsible to coordinate annual leave (vacation) of all Agents under his supervision, in accordance with any bargaining agreement, policy, and guidelines of the Agent's respective appointing Member.
- 8.6 The Task Force Commander shall immediately notify the chair of the Governing Board and all other members of the Governing Board on any misconduct by Agents under his/her supervision. Such misconduct shall include, but not be limited to, the following: commission of a criminal offense; neglect of duty; violation of PTPDTF policies, rules or procedures, or the policies, rules, and procedures of the respective appointing Member; and conduct that tends to reflect unfavorably upon the PTPDTF or any Member.
- 8.7 The Task Force Commander shall coordinate intelligence among the Members and between the PTPDTF and other local, state, and federal law enforcement agencies.

## **9. Budgeting and Funding.**

- 9.1 The Members intend to fund the cost of operation of the PTPDTF from grant funds and matching funds and/or contributions from the member cities and counties, from the proceeds of forfeiture actions, and from restitution.
- 9.2 The Governing Board shall adopt a budget based upon grant funds, member matching funds and/or contributions, and money made available from other sources. The Governing Board may amend the budget from time to time as provided herein.
- 9.3 The Governing Board shall appoint one of its Members to serve as Fiscal Agent to provide budgeting, recordkeeping, and accounting services necessary or convenient for the operations of the PTPDTF. Such services shall include, but not be limited to:
  - 9.3.1 Management of all PTPDTF funds, including member contributions and grant monies;
  - 9.3.2 Management and tracking of forfeiture assets and proceeds;
  - 9.3.3 Timely payment of any contracted services; and
  - 9.3.4 Maintenance of all relevant bookkeeping and recordkeeping.
- 9.4 No payment on any invoice for services performed by any person providing services or supplying goods to the PTPDTF in connection with this Agreement shall be authorized unless approved by the Chair or Vice Chair of the Governing Board.
- 9.5 The Members agree to contribute their grant funds and required matching funds/contributions, if any, to operate the PTPDTF.

- 9.6 All funds shall be accounted for according to generally accepted accounting principles. The Fiscal Agent shall make a monthly financial report of all expenditures and receipts, and current fund balances to the Board.
- 9.7 The Governing Board may not incur debts and may not incur obligations or approve contracts which will require expenditure of funds in excess of funds available to the PTPDTF.
- 9.8 The Board's obligation to reimburse members for any expense, furnish equipment and the like is contingent upon the receipt of grant funds for that purpose. If insufficient grant funds are received, the Board may reduce the level of reimbursement and/or reduce other expenditures.

**10. Seizures, Forfeitures, and Restitution.**

- 10.1 Cash, property, and other items that are seized and thereafter forfeited pursuant to the operations or efforts of the PTPDTF under this Agreement shall be used to support PTPDTF efforts. Additionally, the Members agree that any and all forfeitures of cash, property, and other items, resulting from cases where felony-level drug charges are filed, shall be paid to and/or the property of the PTPDTF, to be used to support PTPDTF efforts.
- 10.2 All money and property that is obtained as a result of PTPDTF efforts and operations shall be forfeited by the Member agency originating the specific case. Forfeitures so initiated shall be cleared through the respective Member's prosecuting authority. Forfeited monies or property shall be distributed in the manner consistent with applicable statutes of the State of Minnesota. Unless otherwise agreed to by a unanimous vote of the Governing Board, the portion of forfeiture proceeds inuring to Members under the applicable law shall be used for the benefit of PTPDTF as provided below.
  - 10.2.1 If the felony-level drug charge is the result of a case initiated by a licensed peace officer who is not a PTPDTF assigned Agent, and the case involved one or more PTPDTF assigned Agents in any way, then the Members agree that fifteen percent (15%) of any net forfeiture proceeds, which are disbursed to the "appropriate agency," pursuant to Minn. Stat. § 609.5315, Subd. 5, shall be disbursed to the Member whose officer initiated the case, and the remainder of the net proceeds shall be disbursed to the PTPDTF.
  - 10.2.2 If the felony-level drug charge is the result of a case initiated by a licensed peace officer who is not a PTPDTF assigned Agent, and the case did not involve any PTPDTF assigned Agents, then the Members agree that that twenty-five percent (25%) of any net forfeiture proceeds, which are disbursed to the "appropriate agency," pursuant to Minn. Stat. § 609.5315, Subd. 5, shall be paid to the Member whose officer initiated the case, and the remainder of the net proceeds shall be disbursed to the PTPDTF.
- 10.3 Forfeiture proceeds hereunder shall be deposited into a PTPDTF forfeited funds account to be maintained by the Coordinating Agency. In the case of Federal forfeiture actions, established Federal Rules shall be followed. Fine or restitution monies ordered paid to the PTPDTF by court order may be used to offset equipment or operating costs of the PTPDTF which are not funded by grant or matching monies, subject to compliance with applicable laws.

- 10.4 If expenses from a forfeiture exceed the sale proceeds, the Governing Board shall provide for reimbursement from other funds of the PTPDTF.
- 10.5 The use and disbursement of all cash and/or property forfeited to the PTPDTF pursuant to this Agreement shall be in accordance with Minnesota law and must be approved by the Governing Board. Any disputes on disbursement of funds will be decided by the Governing Board.

## **11. Insurance and Indemnification.**

### **11.1 Insurance.**

- 11.1.1 The PTPDTF will maintain liability coverage with the League of Minnesota Cities Insurance Trust (LMCIT) with a limit of at least \$2,000,000 per occurrence, under standard LMCIT liability coverage forms.
- 11.1.2 Alternatively, the PTPDTF may maintain equivalent private liability insurance coverage. Such coverage may be provided through separate policies for commercial general liability (CGL) and law enforcement liability. Such private liability insurance policies must comply with the following requirements:
  - 11.1.2.1 Each policy shall have a limit of at least \$2 million per occurrence. If the policy contains a general aggregate limit, the general aggregate limit shall not be less than \$2,000,000.
  - 11.1.2.2 The CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and contractually-assumed liability.
  - 11.1.2.3 Each member, and each member's officers, employees, and volunteers, shall be named as additional covered parties on each policy for all claims arising from PTPDTF activities or operations.
- 11.1.3 Each Member agrees to procure and maintain insurance for auto liability and damage to or loss of property with respect to any automobile(s) and/or property/equipment supplied by the Member for PTPDTF efforts. Each member shall be responsible for damages to or loss of its own equipment. Each Member waives the right to, and agrees that it will not, bring any claim or suit against the PTPDTF or any other Member for damages to or loss of its equipment arising out of participation in or assistance with PTPDTF operations or activities, even if the damages or losses were caused wholly or partially by the negligence of any other Members, or its officers, employees, and/or volunteers.
- 11.1.4 Each Member shall be responsible for injuries to or death of its own personnel, including those assigned to the PTPDTF. Each Member will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are assigned to the PTPDTF or are otherwise participating in or assisting with PTPDTF operations or activities.

Each Member waives the right to, and agrees that it will not, bring any claim or suit against the PTPDTF or any of its Members for any workers' compensation benefits paid to its own employee or dependents, that arise out of participation in or assistance with PTPDTF operations or activities, even if the injuries were caused wholly or partially by the negligence of any other Member or its officers, employees, or volunteers.

11.1.5 All insurance policies and certificates required under this agreement shall be open to inspection by any member and copies of the policies of certificates shall be submitted to a member upon written request.

11.1.6 Any excess or uninsured liability of the PTPDTF shall be borne equally by all of the Members, but this does not include the liability of any individual officer, employee, or volunteer that which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

## 11.2 Indemnity.

11.2.1 The PTPDTF agrees to defend and indemnify the Members for any and all claims, losses, damage, liability, suits, judgments, costs, and expenses by reason of the action or inaction of its employees assigned to the PTPDTF for claims arising from PTPDTF activities or operations and decisions of the Governing Board.

11.2.2 The Agreement to indemnify and hold harmless provided herein does not constitute a waiver by any Member of limitations on liability provided by Minnesota Statutes, Chapter 466. Under no circumstances shall a Member be required to pay on behalf of itself and other Members, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466, applicable to any other Member. The limits of liability for some or all of the Members may not be added together to determine the maximum amount of liability for any Member.

11.2.3 Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

## 12. Termination / Withdrawal.

12.1 Termination. This Agreement shall terminate upon the occurrence of any one of the following events, whichever occurs first:

12.1.1 When necessitated by operation of law or as a result of a decision by a court of competent jurisdiction;

12.1.2 When necessitated based upon the failure to obtain the necessary grant funding from the State of Minnesota and/or the United States federal government and/or Member agencies and other local sources of funding; or

12.1.3 When two-thirds of the Members agree by resolution to terminate the agreement upon a date certain.

12.2 Effect of Termination. Upon termination of this Agreement, the Governing Board shall provide for the distribution of all PTPDTF funds and assets in the following manner:

12.2.1 The Governing Board may determine to sell and liquidate any and all non-monetary assets prior to distribution.

12.2.2 Any and all personal property used by the PTPDTF and owned by a Member shall be returned to that Member upon dissolution of the PTPDTF.

12.2.3 All remaining funds and assets shall be distributed to the Members in proportion to the full-time equivalent (FTE) contributions of each Member to the PTPDTF. Only Members who have been a member of the PTPDTF continuously for 24 months immediately preceding dissolution shall be entitled to a share in the distribution.

12.3 Withdrawal.

12.3.1 Any Member may withdraw from this Agreement upon six months' written notice to the Governing Board.

12.3.2 Withdrawal shall not act to discharge any liability incurred by the Member prior to withdrawal. Such liability shall continue until discharged by law or agreement of the remaining Members.

12.3.3 If a Member withdraws from the PTPDTF, and the remaining Members decide to continue the operations of the PTPDTF under the terms of this Agreement, including any amendment(s) thereto, the withdrawing Member shall not be entitled to the distribution of any assets or funds under Section 12.2, above, except as provided by Section 12.2.2.

12.3.4 In the event of withdrawal by any Member, this Agreement shall remain in full force and effect as to all remaining Members.

### **13. Modification of Agreement.**

13.1 Any alterations, modifications, or amendments of the provisions of this Agreement shall only be valid if they have been reduced to writing and duly approved and signed by all of the Members.

### **14. Counterparts.**

14.1 This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**CITY OF CROOKSTON**

The Crookston City Counsel duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

City of Crookston

By \_\_\_\_\_  
Guy Martin, Mayor

Attest \_\_\_\_\_  
Shannon Stassen, City Administrator

Approved as to form and content:

\_\_\_\_\_  
Charles Reynolds, City Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**CITY OF EAST GRAND FORKS**

The East Grand Forks City Counsel duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City of East Grand Forks

By \_\_\_\_\_  
Steve Gander, Mayor

Attest \_\_\_\_\_  
David Murphy, City Administrator

Approved as to form and content:

\_\_\_\_\_  
Ronald Galstad, City Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**COUNTY OF POLK**

The Polk County Board of Commissioners duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County of Polk

By \_\_\_\_\_  
Warren Strandell, Chairman

Attest \_\_\_\_\_  
Charles Whiting, Administrator

Approved as to form and content:

\_\_\_\_\_  
Greg Widseth, County Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**COUNTY OF ROSEAU**

The Roseau County Board of Commissioners duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

County of Roseau

By \_\_\_\_\_  
Jack Swanson, Chairperson

Attest \_\_\_\_\_  
Jeff Pelowski, County Coordinator

Approved as to form and content:

\_\_\_\_\_  
Kristy Kjos, County Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**CITY OF THIEF RIVER FALLS**

The Thief River Falls City Counsel duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

City of Thief River Falls

By \_\_\_\_\_  
Brian Holmer, Mayor

Attest \_\_\_\_\_  
Angie Philipp, Interim City Administrator

Approved as to form and content:

\_\_\_\_\_  
Delray Sparby, City Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**COUNTY OF PENNINGTON**

The Pennington County Board of Commissioners duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County of Pennington

By \_\_\_\_\_  
Don Jensen, Chairman

Attest \_\_\_\_\_  
Kenneth Olson, Auditor-Treasurer

Approved as to form and content:

\_\_\_\_\_  
Seamus Duffy, County Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**COUNTY OF NORMAN**

The Norman County Board of Commissioners duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County of Norman

By \_\_\_\_\_  
Steven Bommersbach, Chairman

Attest \_\_\_\_\_  
Donna Hanson, Auditor-Treasurer

Approved as to form and content:

\_\_\_\_\_  
James Brue, County Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**CITY OF ADA**

The Ada City Counsel duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

City of Ada

By \_\_\_\_\_  
Todd Sawrey, Mayor

Attest \_\_\_\_\_  
Benjamin Burgener, City Administrator

Approved as to form and content:

\_\_\_\_\_  
Josh Heggen, City Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**COUNTY OF RED LAKE**

The Red Lake County Board of Commissioners duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County of Red Lake

By \_\_\_\_\_  
Ron Weiss, Chairperson

Attest \_\_\_\_\_  
Robert Schmitz, Auditor

Approved as to form and content:

\_\_\_\_\_  
Michael LaCoursiere, County Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**COUNTY OF MARSHALL**

The Marshall County Board of Commissioners duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County of Marshall

By \_\_\_\_\_  
Gary Kiesow, Chairperson

Attest \_\_\_\_\_  
Scott Peters, Auditor-Treasurer

Approved as to form and content:

\_\_\_\_\_  
Donald Aandal, County Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**COUNTY OF KITTSON**

The Kittson County Board of Commissioners duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County of Kittson

By \_\_\_\_\_  
Leon Olson, Chairman

Attest \_\_\_\_\_  
Eric Christensen, County Administrator

Approved as to form and content:

\_\_\_\_\_  
Robert M Albrecht, County Attorney

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

**COUNTY OF LAKE OF THE WOODS**

The Lake of the Woods County Board of Commissioners duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County of Lake of the Woods

By \_\_\_\_\_  
Patricia Beckel, Chairperson

Attest \_\_\_\_\_  
Lorene Hanson, County Auditor

Approved as to form and content:

\_\_\_\_\_  
James Austad, County Attorney

**U.S. Customs and Board Protection/Homeland Security Investigations**

U.S. Customs and Board Protection/Homeland Security Investigations duly approved this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Department of Homeland Security

By \_\_\_\_\_  
Aaron M Heitke, Chief Patrol Agent  
U.S. Customs and Border Protection

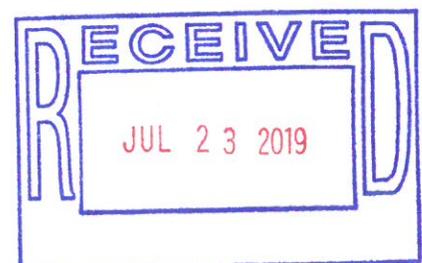


## WARROAD RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

<b>Name of Nominating Agency:</b>	Roseau County Board of Commissioner
<b>Name of Nominee:</b> <i>Joe Olafson</i>	

<b>Mailing Address</b>	<i>716 MAIN AVENUE PO BX 312</i>	<b>Work Phone</b>	
<b>City</b>	<i>WARROAD</i>	<b>Home Phone</b>	
<b>Zip Code</b>	<i>56763</i>	<b>Cell Phone</b>	<i>218 242-3602</i>
<b>County</b>	<i>Roseau</i>	<b>E-Mail Address</b>	<i>joe389@Centurytel.net</i>

1. Do you reside within the boundaries of the watershed?  YES  NO
2. How long have you been a resident of the Warroad River Watershed District? *40 yrs*
3. What is your physical address? *716 MAIN AVE NE  
warroad*
4. Is this the address where you receive mail? YES  NO   
*PO BX 312*
5. What is the address on your driver's license?  
*716 MAIN AVE NE  
PO BX 312 warroad, MN 56763*
6. Are you a registered voter?  YES  NO
7. In which precinct are you registered to vote? *warroad*
8. Why are you interested in serving on the watershed board?  
*see previous application*



## WARROAD RIVER WATERSHED MANAGER APPOINTEE QUESTIONNAIRE

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

*see Previous application*

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

*see previous Application*

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

*see Previous Application*

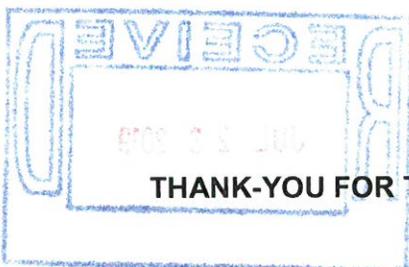
12. What in your opinion is the Warroad River Watershed currently doing well? How could the Warroad River Watershed improve?

*See previous Application*

*Add: Completed projects and currently the watershed is working on sediment issues, River bank restoration and water quality issues*

*Joe Olf*

Do you have any other comments you wish to share?



THANK-YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE



# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board 2 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 13, 2019	<b>Originating Department:</b> Quin County Board of PH
<b>Subject Title (as it will appear on the Agenda):</b> Resolution of Support – Quin County Grant Application		<b>Presenter:</b> Brooke Homstad
		<b>Estimated Amount of Time Needed for Discussion:</b> <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
<b>Board Action Requested:</b> Requesting that the Board resolve to support their effort to secure grant funding, as outlined in the attached Catalyst Funding RFP.		
<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 _____		

## CATALYST FUNDING RFP

### WHO WE ARE

Access to affordable, healthy food. Tobacco-free air. Walkable and bike-friendly neighborhoods. These are some of the hallmarks of a healthy community. In some places in our state, these things are a reality. But in others, they're simply what could be, fueling health inequities across the state. At the Center for Prevention at Blue Cross and Blue Shield of Minnesota, we're working to change that.

Our funding comes from the proceeds of Blue Cross' [historic settlement](#) with the commercial tobacco industry, and we use those resources to help fight some of the leading causes of unhealthy living in Minnesota. Every year, more than 20,000 preventable deaths happen due to a lack of physical activity, unhealthy eating and commercial tobacco use.

We're dedicated to changing community health by investing in community funding programs, public awareness campaigns, evaluation, and actively advocating for policy, systems and environmental changes to advance community health and health equity across Minnesota.

Our communities — the people and places we surround ourselves with — drive health outcomes. Through collaboration and funding, we work with community partners that share our mission and strive for health equity across the state.

### OUR MISSION

We make healthy choices possible for all Minnesotans. By tackling the leading causes of preventable disease—commercial tobacco use, physical inactivity and unhealthy eating—we advance health equity to transform communities and create a healthier state.

### OUR VISION

We make a healthy difference in people's lives: Creating health equity by supporting Minnesota communities to achieve their full health potential.

Visit [www.CenterforPreventionMN.com](http://www.CenterforPreventionMN.com) for more information.

### INVITATION TO PROVIDE INFORMATION

Blue Cross is excited to ask for proposals for our 'Catalyst Funding Initiative.' We are seeking to fund organizations working on a variety of projects from across Minnesota between \$5,000 to \$25,000 to support creative ideas that may lead to sustainable community health changes related to the Center for Prevention's core issue areas: increasing access to physical activity, increasing access to healthy eating, and decreasing commercial tobacco use.

## PROJECT OVERVIEW

The Catalyst Funding Initiative is designed to support the implementation of creative solutions to health inequities and jump-start community initiatives. Catalyst will fund community-driven, culturally specific efforts that advance health equity.

Organizations may propose ideas that address either physical activity, healthy eating, reducing commercial tobacco use or any combination of these areas. We believe that communities most impacted by health inequities are the best equipped to lead work that will help overcome the systemic barriers they face. Proposals may involve (but are not limited to) activities such as:

- Pilot projects to test and demonstrate an idea or solution
- Campaigns to shift dominant narratives about health and health outcomes
- Engaging community members to inform a decision-making process
- Advocacy for public policy to advance community health
- Using data or research to engage in advocacy
- Using arts and culture to engage in advocacy
- Leveraging innovative partnerships between systems (e.g., community-based organizations and schools, parks, clinics, etc.)

Successful project proposals will:

- Clearly describe scope of work, timeline, and activities
- Address at least one of the Center for Prevention's core issue areas (physical activity, healthy eating, prevention of commercial tobacco use)
- Integrate engagement as part of planning and/or implementation
- Emphasize health equity priorities
- Demonstrate support and trust of the communities they propose to serve
- Articulate how it will build capacity to support future change(s) in policy (organizational practice, rules or laws), systems (decision-making, or the process of how things are done) or environments (what one's setting looks and feels like)
- Initiate activities between **January 1, 2020** and complete all work by **December 31, 2020**. Projects may encompass a yearlong initiative or short-term activities.

Blue Cross will give preference to applications focused on communities experiencing barriers to health, such as structural racism, poverty, discrimination and limited access to resources. Our selection process will take into consideration a broad geographic representation of the state (e.g., rural, suburban, urban), as well as balancing work in our core areas of physical activity, healthy eating, and commercial tobacco.

An informational webinar will be held on Monday **July 8, 11:00 a.m. Central Time**. This informational webinar will offer more details about the Catalyst Funding Initiative and provide an opportunity to ask questions. Applicants are strongly encouraged to participate.

<https://bluecrossmn.zoom.us/j/620633615>

Blue Cross will also make a version of the webinar available on the Center for Prevention's website.

Applications must be submitted via Blue Cross' online application system at <https://bcbsmn.smartsimple.com> no later than **Friday August 23, 2019 1:00 p.m. Central Time**. Partial submissions will not be accepted. You must complete the full online application to be considered for funding. For more information, visit <https://www.centerforpreventionmn.com/our-approach/available-funding/>

## ELIGIBILITY CRITERIA

Funding will be provided only to Minnesota-based organizations that meet the following criteria:

→ **Eligible applicants must be one of the following:**

- Nonprofit organization with 501(c)(3), 501(c)(4), or 501(c)(6) classification with the Internal Revenue Service
- Federally recognized Minnesota Tribal Nation
- Unit of local government (for example, city, county or grouping of cities)
- An organization with a fiscal sponsor that meets the requirements above

→ **Non-eligible applications include:**

- Current recipient of Catalyst Funding
  - Partisan organizations/Political Action Committees; fundraising, capital, or political campaigns.
  - For-profit entities
  - Initiatives based solely on promoting individual behavior change
  - State or federal level lobbying
  - Capital improvements
  - Paying off debt
  - Non-project related activities
  - Replacing current funding sources
- Applicants must be able to demonstrate the staff or volunteer capacity necessary to plan and stage the project.

## KEY DATES

**July 8<sup>th</sup>, 2019 at 11:00 a.m. Central time:** Optional information session for applicants.

<https://bluecrossmn.zoom.us/j/620633615>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 669 900 6833 or 888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 620 633 615

**Friday, August 23, 2019 at 1:00 p.m.:** Deadline for submission of proposals.

**Friday, October 4, 2019:** Notification of funding decisions.

## PROJECT INFORMATION

Be prepared to answer the following questions when first making your online profile in our funding portal. You may wish to complete your application in a word document and copy the content into the application portal later.

Answer the following questions to the best of your ability. Some questions are scored, others are not. Please refer to the scoring rubric, which can be found on the Center for Prevention website at <https://www.centerforpreventionmn.com/our-approach/available-funding/>.

## APPLICANT INFORMATION

1. Project Title
2. Project Start Date
3. Project End Date
4. What is the total dollar amount for this request?
5. Provide a brief summary of your organization's mission and goals. How does this project support your organizational mission and goals? (250 words suggested)
6. Provide a brief description of your organization's current programs or activities. (300 words suggested)
7. Enter your organization's annual budget for the last fiscal year
8. Has your organization been funded by the Center for Prevention in the past, either directly or through a subcontract?
  - Yes
  - No
  - Unsure, please email for more information

## DEMOGRAPHICS

9. Provide the ethnic/racial demographics of <b>your board of directors or governing body</b> by providing the estimated range of percentage in each category below:	
Race/Ethnicity	Estimated Percentage
<i>Asian American</i> <i>If applicable, please specify subgroup:</i> <i>Hmong, Asian Indian, Chinese, Vietnamese, Korean, Filipino, Laotian</i>	
<i>Black/African American</i> <i>If applicable, please specify subgroup:</i> <i>Somali, Ethiopian, Liberian, Kenyan, Nigerian</i>	
<i>Hispanic/Latino/Latinx</i> <i>If applicable, please specify subgroup:</i> <i>Mexican, Puerto Rican, Ecuadorian, Salvadoran, Guatemalan, Colombian</i>	
<i>Native American/American Indian/Alaska Native/Native Hawaiian</i> <i>If applicable, please specify subgroup:</i> <i>Native Hawaiian, Guamanian or Chamorro, Samoa, Tongan, Fijian</i>	
<i>Middle Eastern or North African</i> <i>If applicable, please specify subgroup:</i>	

<i>Lebanese, Iranian, Syrian, Egyptian, Algerian, Moroccan</i>	
<i>White</i>	
<i>If applicable, please specify subgroup:</i>	
<i>Other</i>	

10. Provide the ethnic/racial demographics of your **executive director (or equivalent) and senior-level management** by providing the estimated range of percentage in each category below ("Senior level management" is defined as those with responsibility for staff and budget at the organization-wide level):

Race/Ethnicity	Estimated Percentage
<i>Asian American</i> <i>If applicable, please specify subgroup:</i> <i>Hmong, Asian Indian, Chinese, Vietnamese, Korean, Filipino, Laotian</i>	
<i>Black/African American</i> <i>If applicable, please specify subgroup:</i> <i>Somali, Ethiopian, Liberian, Kenyan, Nigerian</i>	
<i>Hispanic/Latino/Latinx</i> <i>If applicable, please specify subgroup:</i> <i>Mexican, Puerto Rican, Ecuadorian, Salvadoran, Guatemalan, Colombian</i>	
<i>Native American/American Indian/Alaska Native/Native Hawaiian</i> <i>If applicable, please specify subgroup:</i> <i>Native Hawaiian, Guamanian or Chamorro, Samoa, Tongan, Fijian</i>	
<i>Middle Eastern or North African</i> <i>If applicable, please specify subgroup:</i> <i>Lebanese, Iranian, Syrian, Egyptian, Algerian, Moroccan</i>	
<i>White</i> <i>If applicable, please specify subgroup:</i>	
<i>Other</i>	

**POPULATION SERVED**

11. Please estimate the percentage of the population served by this project that identifies as the following Race/Ethnicities:

Race/Ethnicity	Estimated Percentage
<i>Asian American</i> <i>If applicable, please specify subgroup:</i> <i>Hmong, Asian Indian, Chinese, Vietnamese, Korean, Filipino, Laotian</i>	
<i>Black/African American</i> <i>If applicable, please specify subgroup:</i> <i>Somali, Ethiopian, Liberian, Kenyan, Nigerian</i>	

<i>Hispanic/Latino/Latinx</i> <i>If applicable, please specify subgroup:</i> <i>Mexican, Puerto Rican, Ecuadorian, Salvadoran, Guatemalan, Colombian</i>	
<i>Native American/American Indian/Alaska Native/Native Hawaiian</i> <i>If applicable, please specify subgroups:</i> <i>Native Hawaiian, Guamanian or Chamorro, Samoa, Tongan, Fijian</i>	
<i>Middle Eastern or North African</i> <i>If applicable, please specify subgroup:</i> <i>Lebanese, Iranian, Syrian, Egyptian, Algerian, Moroccan</i>	
<i>White</i> <i>If applicable, please specify subgroup:</i>	
<i>Other</i>	

12. Please estimate what percentage of the population served by this project identifies as the following Genders/Sexual Orientations:

Gender/Sexual Orientation	Estimated Percentage
<i>Lesbian, Gay, Bisexual and/or Queer</i>	
<i>Trans</i> <i>Gender Identity differs from that assigned at birth</i>	

13. Please estimate what percentage of the population served by this project identifies as the following Age Groups

Age	Estimated Percentage
<i>Early Childhood (0-4 years old)</i>	
<i>K-12 (5-17 years old)</i>	
<i>Young Adults (18-24 years old)</i>	
<i>Adult (25-64 years old)</i>	
<i>Older Adults (65+ years old)</i>	

14. Please estimate what percentage of the population served by this project identifies as the following:

Status	Estimated Percentage
<i>Immigrant and/or refugee</i>	
<i>Having a mobility and/or physical disability</i>	
<i>Having cognitive and/or developmental disability</i>	
<i>Having a mental health disability</i>	
<i>Having a substance use disorder</i>	
<i>Low-income</i>	
<i>Lacking sufficient health care insurance</i>	

15. (Optional) Please list any additional communities of focus for your project that are not included above. (50 suggested)

### GEOGRAPHIC AREA SERVED

16. Please name which geographic area(s) are served by your project.	
Geography	Geographic Region Name
<i>Statewide, defined as any project extending throughout the state of Minnesota without further defining a specific geography.</i>	
<i>County and/or Tribal Reservation</i>	
<i>City/ies, if applicable</i>	
<i>Neighborhood, if applicable</i>	
<i>Other, if applicable</i>	
<i>Tribal Communities or Reservations</i>	Choose from Boise Forte, Fond du Lac, Grand Portage, Leech Lake, Lower Sioux, Mille Lacs, Prairie Island, Red Lake, Shakopee Mdewakanton, Upper Sioux, White Earth

17. Are you a Minnesota Tribal Nation?

- Yes
- No

18. Does your organization have a formal equity/inclusion policy or statement? If so, please upload to the attachments tab.

- Yes
- No

### RFP QUESTIONS

19. What are your organizational goals around diversity, equity, and inclusion? Please provide any major accomplishments or other examples of progress on these goals. (250 words suggested)

20. Which of the following statements best match your organizational leadership commitment and work in equity and inclusion?

- A. Our organization is not prioritizing equity at this time.
- B. Our organization demonstrates aspiration to become a champion for equity. We have the organizational leadership interest but don't have the knowledge and/or expertise to champion equity.
- C. Our organization is developing an emerging focus on becoming a champion for equity & inclusion. Our organization has demonstrated strong interest and aspiration in equity. Our leadership has begun making space for challenging conversations and begun implementing institutional changes to yield more equitable and inclusive policy outcomes.
- D. Our organization has demonstrated itself as a leader/champion for equity & inclusion. Over a sustained period of time, senior leaders at our organization have challenged the institution to champion equity and inclusion. Our organization has made significant internal and external changes that have resulted in more equitable, sustainable impacts for associates and communities we serve.

- 21. Provide a brief (1-2 paragraph) summary of the work you plan to do. (100 words suggested)
- 22. What are the activities and timeline for your proposed project? (500 words suggested)
- 23. Please describe the population served by the project. (250 words suggested)
- 24. Describe how the population above is reflected and engaged in the leadership of your organization. (250 words suggested)
- 25. How does your project align with the mission and vision of Center for Prevention? Please refer to our website at <https://www.centerforpreventionmn.com/who-we-are/> (250 words suggested)
- 26. Which issue area(s) does your proposed project seek to address? (check all that apply)

Issue Area	
Commercial Tobacco	
Physical Activity	
Healthy Eating	

- 27. What are the goal(s) of your project? (250 words suggested)
- 28. How will the activities in your project help you achieve your project goal(s) and the goal(s) of this funding opportunity? (250 words suggested)
- 29. Describe the opportunity, challenges, issues or need for the community that your proposal addresses. (250 words suggested)
- 30. How have you gained (or how do you plan to gain) this community’s support of your project and goals? (250 words suggested)
- 31. Who (staff, subcontractors, etc.) will do the work? What are their qualifications? If you are working with other organizations or coalitions, who are they and what role will they play in the project? (250 words suggested)
- 32. How will your project work on equity to impact the health of the community? (250 words suggested)
- 33. How will you know that your project was successful? (250 words suggested)
- 34. What skills could be strengthened to improve your project? How can we help you strengthen these skills? (For example: communications, evaluation, network building, community engagement, movement building, etc.) (250 words suggested)
- 35. If your proposal cannot meet the requirements written in the Eligibility Criteria and you think your project should not have to meet these requirements, please include a short explanation. (150 words or less)

**PROPOSAL ATTACHMENTS**

All attachments must be in PDF format.

**Letters of Commitment and Support**

Attach a letter of commitment from any key partner identified in your proposed project. You may also include letters of support from other organizations or leaders in the community.

## Budget

Use the [CJ1] template to provide a detailed budget for your project. Include the funding support requested from Blue Cross by completing columns A-E. Complete columns F and G only if you will be receiving additional funding beyond that from the Center for Prevention.

### → Eligible Expense

- Organizations previously funded for more than \$50,000 can request up to \$20,000
- Staff and/or subcontractor time
- Program materials
- In state travel

### → Non-eligible expenses

- Out of state travel for project participants
- Infrastructure projects including sidewalk and trail completion

## QUESTIONS

Please email any questions to Jill Chamberlain, [jill.chamberlain@bluecrossmn.com](mailto:jill.chamberlain@bluecrossmn.com). Questions and answers will be summarized and shared publicly at <https://www.centerforpreventionmn.com/rfp-faq/>.

## ELIGIBILITY CRITERIA

Funding will be provided only to Minnesota-based organizations that meet the following criteria:

1. Eligible applicants must be one of the following:

- a. Nonprofit organization with 501(c)(3), 501(c)(4), or 501(c)(6) classification with the Internal Revenue Service;
- b. Federally recognized Minnesota Tribal Nation
- c. Unit of local government (for example, city, county or grouping of cities); or
- d. An organization with a fiscal host that meets the requirements of a, b or c.

2. Applicants must be able to demonstrate the staff or volunteer capacity necessary to plan and stage the project.

## AWARD CRITERIA

This RFP is not an offer to enter into an agreement with any party, but rather a request to receive proposals from entities interested in providing the products or services outlined herein (each such entity referred to as a “**Supplier**”). Any responses to this RFP, also referred to as a proposal, may be deemed by Blue Cross to be an offer to enter into a definitive relationship with Blue Cross.

Blue Cross, in its sole and absolute discretion, reserves the right to (1) accept or reject any and/or all responses; (2) modify the requirements set forth in this RFP; (3) utilize alternative Suppliers to provide the same or similar products and services; or (4) enter into negotiations with any Supplier(s) for any and/or all of the products or services that are the subject of this RFP.

All organizations that meet eligibility criteria are encouraged to apply. Awards are contingent upon successful negotiation of award amount and funding agreement.

## AWARD NOTIFICATION

All applicants will receive an email by October 4, 2019, notifying them of the status of their proposals.

## OVERVIEW OF BLUE CROSS AND BLUE SHIELD OF MINNESOTA

- Blue Cross is an independent licensee of the Blue Cross and Blue Shield Association. See [www.bluecrossmn.com](http://www.bluecrossmn.com) for more information.
- Blue Cross is a diversified health company dedicated to making a healthy difference in people's lives.
- Blue Cross serves a membership of more than 2.9 million members.

## CONFIDENTIALITY

This RFP, and any information supplied by Blue Cross or any of its affiliates in connection with the preparation of a proposal, is confidential. It must not be disclosed, reproduced or used in any way by the applicant (Company or individual offering products or services for sale, herein referred to as "Supplier") except for the sole purpose of responding to this RFP. Likewise, all information Suppliers provide in proposals and during negotiations, if held, will be regarded as confidential. Blue Cross will not disclose your proposal to other bidders at any time without your express written authorization.

## CODE OF ETHICS

Supplier shall not engage in any conduct that might be construed as improperly influencing the decision of Blue Cross with respect to this RFP. The exchange or offering of any money, gift item, personal service or unusual hospitality by Supplier is prohibited. This prohibition extends to the officers, directors, trustees, employees, agents or immediate family members of either party. Failure to comply with this direction may, at the sole discretion of Blue Cross, disqualify a Supplier from consideration.

## MWDBE PROGRAM

Blue Cross supports Suppliers that meet the criteria of the Minority, Women, Disadvantaged Business Enterprise ("**MWDBE**") program as one component of its analysis of Supplier capabilities. This program requires that Suppliers acknowledge it is the policy of Blue Cross to encourage all entities with which it enters into relationships for goods and services to use qualified MWDBE suppliers to the fullest extent consistent with the efficient performance of such contracts.

## COMMUNICATIONS REQUIREMENTS FOR FUNDED ORGANIZATIONS

As a condition of your agreement with us, you will be asked to adhere to some basic requirements when communicating about the project we are funding. These terms will be provided prior to contract negotiation, if applicable.



# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board 3 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 13, 2019	<b>Originating Department:</b> Coordinator
<b>Subject Title (as it will appear on the Agenda):</b> Pay Structure Administration Options	<b>Presenter:</b> Jeff Pelowski	
	<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 checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
<b>Board Action Requested:</b> Requesting Board selection of one of the three options outlined in the attached Pay Structure Plan Administration-Options document.		
<b>Background:</b> This is a follow-up discussion from the August 6, 2019 Operations Committee Meeting.		
<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 _____		

## **Pay Structure Plan Administration - Options**

### **Background:**

Roseau County contracts with an outside third party company (MRA) to review job descriptions and assign a point total to each position. That point total places a position in a center of grade range as well as one, or possibly two, extended range(s) of the pay range scale. The extended range pay scale was implemented in 2013 after a 2011/2012 study of all positions in the County was completed and points were assigned for each position. The primary purpose, at that time, for adopting an extended range plan was to avoid moving any positions from the pay grade they were assigned prior to the 2012 study. Basically, since the time of implementation, there has been **no other policy in place for use of the extended range other than leaving all positions where they were currently graded.**

In 2015, the County Board implemented a “Job Description Re-Evaluation Policy” which allowed a Department Head, if they thought a position had changed, to ask to send in a revised job description to MRA for review/re-rating. If it came back and the revised point total warranted a change, a Department Head could recommend a grade increase based on the revised point total to the County Board for consideration.

Recently, there have been a few hires where the extended range was utilized to support a lower grade for the new hire despite the fact that we have no written “extended range” policy, other than the initial 2013 MRA Pay Plan Implementation narrative, that would support this Board action.

Also, because the implementation of the extended range system in 2013 created the misperception amongst many employees and Department Heads that several positions were supposed to move up, but did not, there has been a lot of discussion concerning what options could be implemented to attempt to improve the pay scale system we currently have in place.

### **OPTION 1:**

Do nothing. This maintains the status quo but, because the extended range pay scale is now being utilized to hire people outside of the center of range, there is risk that we are not following any type of policy allowing for that action. This option is not advisable, because it results in the County operating outside of any set “extended range” policy, other than the original implementation plan, and if litigation is started, the County has no current written policy to support past decisions.

**OPTION 2:**

Eliminate the Extended Range, and freeze pay for positions that would go down a pay grade. This option would ensure that all positions would be placed in the center of range for each grade. This would not allow any flexibility in future hires, but it would be easy to implement and administer. There are 11 positions that would go up one grade and 3 that would go down one grade. There would be a minimal financial impact to the County. The proposal would recommend a freeze in pay for the 3 positions that would go down a grade, until such time as the pay structure plan, through future COLA increases, would “catch up” to their frozen wage. (Note: it could take 3-5 years before those employees would see any pay increase).

**OPTION 3:**

Keep the Extended Range and draft an “Extended Range” Plan Administration Policy, (see attached draft Policy). This option would allow Department Heads the flexibility to request hiring or moving employees from one grade to another if the point total assigned to that position fits in the extended range of another grade. This Policy would require Department Heads to approach the County Board with a recommendation for an increase/decrease and must provide justification for the request. The County Board would have to approve any pay grade change resulting from this Policy revision. If this option is selected, it is critical that Department Heads conduct annual employee evaluations per our existing Policy (Employee Handbook).

MRA PAY STRUCTURE PLAN  
“EXTENDED RANGE” PLAN ADMINISTRATION POLICY  
\_\_\_\_\_, 2019

1) HIRING PROCESS:

a) Advertisement to Hire revised so that the position pay range would also include any applicable extended range(s) --- (Example: center grade 6, extended range 5 position--- pay range would be from grade 5A to 6G, commensurate with experience)

b) Department Head makes a recommendation to the County Board (Board Work Session/Committee of the Whole) at what Grade/Step the new hire should be placed;

c) If a grade change is warranted, the Committee of the Whole makes a recommendation to the County Board at a Regular County Board meeting for their consideration/action.

2) PROMOTION PROCESS:

a) Department Head makes a recommendation to the County Board (Board Work Session/Committee of the Whole) describing the requested promotion --- (Example: Using the example above, a new hire started at Grade 5 and has now successfully completed their probationary period, and the Department Head would like to promote the employee to Grade 6);

b) Department Head must provide adequate documentation supporting their promotional recommendation --- (Example: Performance Review Summary; documentation indicating that the employee/position is underpaid in comparison to similar jobs in the area or similar units of government; etc);

c) If a grade change is warranted, the Committee of the Whole makes a recommendation to the County Board at a Regular County Board meeting for their consideration/action.



# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board 4 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 13, 2019	<b>Originating Department:</b> Assessor
<b>Subject Title (as it will appear on the Agenda):</b> Retainer Agreement – Appraisal Services	<b>Presenter:</b> Liz Lund	
	<b>Estimated Amount of Time Needed for Discussion:</b> <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
<b>Board Action Requested:</b> As presented/discussed at the 8/6/19 Board Work Session, this Agreement will provide the County with valuation consultation and/or appraisal reports for tax court, if applicable.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board 5 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 13, 2019	<b>Originating Department:</b> Assessor
<b>Subject Title (as it will appear on the Agenda):</b> Tax Court Discussion		<b>Presenter:</b> Liz Lund
		<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 checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
<b>Board Action Requested:</b> Assessor Lund will present a tax court update for the Board. The Board meeting may be closed pursuant to MN Statute 13D.05, Subd. 1(d).		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board 6 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 13, 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

JULY 23, 2019 - WAGE COMMITTEE; MET W/ TEAMSTERS UNION

July 24, 2019 - Joint Ditch Authority (Badger); ON TWO RIVERS W.D. KLONDIKE PROJECT

JULY 26, 2019 - ROSEAU COUNTY FAIR BOOTH

JULY 29, 2019 - BUILDING COMMITTEE

JULY 30, 2019 - DAVE ANDERSON RETIREMENT PARTY

JULY 31, 2019 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY

AUGUST 5, 2019 - ROSEAU COMMUNITY EDUCATION COMMITTEE

AUGUST 5, 2019 - ROSEAU SCHOOL BOARD; SEEKING ARCHITECT RFP'S

AUGUST 5, 2019 - ROSEAU CITY COUNCIL

AUGUST 6, 2019 - OPERATIONS COMMITTEE

AUGUST 6, 2019 - COMMITTEE OF THE WHOLE

AUGUST 6, 2019 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY

AUGUST 7, 2019 - COMMUNITY JUSTICE COORDINATING COMMITTEE; ON JDAI

AUGUST 8, 2019 - TEAM 'EPIC'

AUGUST 12, 2019 - ROSEAU COUNTY EXTENSION COMMITTEE