

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **April 28, 2020, at 8:30 a.m.**, in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

8:30 Call to Order

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

8:35 Consent Agenda

1. April 14, 2020 Regular Board Meeting Proceedings
2. April 21, 2020 Special Board Meeting Proceedings
3. Payroll Change Request – HSEM/Emergency Management Director
4. Roseau County Trailblazers – FY2020 Grant Application
5. Roseau County Trailblazers – 4th Benchmark

8:40 Department Reports

8:45 Committee Reports

8:50 County Board Items

1. COVID-19 Update
2. Commissioner Committee Reports

9:30 Delegations/Board Appointments/Public Comment*

1. Julie Pahlen, Roseau County Public Health – LifeCare Public Health Services Contract

9:45 Unfinished Business

9:50 Adjourn

NOTE: PURSUANT TO MN STATUTE 13D.021; TO LIMIT EXPOSURE OF COVID-19 TO THE PUBLIC, COUNTY COMMISSIONERS, AND COUNTY STAFF, PUBLIC ATTENDANCE AT THIS MEETING IS NOT ALLOWED; HOWEVER, CONTACT THE COUNTY COORDINATOR'S OFFICE (218-463-4248), OR VIA EMAIL (joleen.kezar@co.roseau.mn.us), TO REQUEST A WebEX LINK TO ATTEND THE MEETING.

***Limited to five minutes**

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

April 14, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, April 14, 2020.

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Board Chair Roger Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, John Horner, Jack Swanson, and Russell Walker. Daryl Wicklund connected through WebEx. Staff present were Jeff Pelowski, Joleen Kezar, Martie Monsrud, Brian Ketring, and Rich Gross. Others connected through WebEx were Sue Grafstrom, Pam Grand, Diane Gregerson, Steve Gust, Kristy Kjos, Karla Langaas, Liz Lund, Chris Stauffer, Cindy Tangen, Diane Roseen, Renae Hamilton, Brenda McMillin, June Wensloff, James Whitlow, Lori Peppel, Tracy Halstensgard, and Bruce Kimmel.

APPROVAL OF AGENDA

Consideration of an Addendum to the GIS Addressing System Grant was added to the Consent Agenda. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously, (roll call vote).

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski confirmed with the Board that the Special Board Meeting scheduled for April 21st will start at 9:30 a.m. following the Social Services Board Meeting. Commissioner Swanson commented that Moe Lutheran Church Council has agreed to provide office space for the Team EPIC Coordinator if needed.

APPROVE BILLS

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

Warrants Approved For Payment 3/26/2020 (Warrant #142953-142959)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,355.88
LAW OFFICE OF STEVEN E HUGLEN-DBA	5,822.51
5 Payments less than 2,000.00	3,710.02
Final Total:	12,888.41

Warrants Approved For Payment 4/02/2020 (Warrant #142960-142974)

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN GROUP	3,637.78
SUN LIFE ASSURANCE COMPANY OF CA	2,251.78
13 Payments less than 2,000.00	8,039.49
Final Total:	13,929.05

Warrants Approved For Payment 4/09/2020 (Warrant #142975-142988)

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	3,049.06
LIFECARE MEDICAL CENTER	25,000.00
ROSEAU CITY	12,578.76
11 Payments less than 2,000.00	7,780.22

Final Total: 48,408.04

Warrants Approved On 4/14/2020 For Payment 4/17/2020 (Warrant #142989-143075)

<u>Vendor Name</u>	<u>Amount</u>
B & B PLUMBING & HEATING INC	2,338.15
B H PHOTO VIDEO	2,502.40
CDW GOVERNMENT INC	3,569.75
COULOMBE CONSULTING	4,480.00
ECOLAB	3,025.57
EVCO PETROLEUM PRODUCTS INC	3,732.15
FARMERS UNION OIL CO-WARROAD	4,596.26
H & S MANUFACTURING INC	22,309.94
JOHNSON OIL CO INC	4,743.64
MN DEPT OF CORRECTIONS	35,332.28
PATCHIN MESSNER VALUATION COUNSE	36,110.00
REGENTS OF U OF MINNESOTA	19,113.99
ROSEAU CO HWY DEPT	8,876.51
ROSEAU COUNTY FORD	3,630.18
SEACHANGE	4,938.57
SJOBORG'S INC	2,668.25
STONE'S MOBILE RADIO INC	2,548.42
THE MASTER'S TOUCH LLC	4,055.36
TRIBUNE/THE	3,678.78
TRITECH SOFTWARE SYSTEMS	10,230.87
TURNKEY CORRECTIONS	2,210.45
UNIVERSITY OF NORTH DAKOTA	3,092.65
WIDSETH SMITH NOLTING	14,130.00
ZIEGLER INC	3,163.48
63 Payments less than 2,000.00	29,708.40
Final Total:	234,786.05

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously, (roll call vote). The Board, by adoption of its Consent Agenda, approved the March 31, 2020, Special Meeting Board Proceedings; approved a Letter of Resignation from the Sheriff's Department; approved the Roseau County Trailblazers 3rd Benchmark payment, in the amount of \$31,949.91; approved the Roseau/LOW Sportsman's Club Request for Reimbursement, in the amount of \$2,888.23; and, approved the GIS Address Grant Agreement Addendum as presented.

DEPARTMENT REPORTS

Highway

Maintenance Supervisor Hire

Engineer Ketring requested Board approval to promote Heavy Equipment Operator Jason Monsrud to the vacant Maintenance Supervisor position. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously, (roll call vote), to approve the promotion of Jason Monsrud to the Maintenance Supervisor position, effective April 5, 2020, at a Grade 7, Step D (\$27.04/hour).

Call for Bids – CSAH 7 Project

The Board discussed a Call for Bids for CP 068-599-101, a Flood Repair/Base Stabilization project. 2019 Fall flooding caused major damage to CSAH 7 in multiple locations west of CR 103. The road was temporarily repaired before freeze-up last fall and the road needs to be permanently repaired. The bids would be received electronically and opened on May 18, 2020, 2:00 p.m., at the Roseau County Highway Department. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously, (roll call vote), to authorize Engineer Ketring to Call for Bids for this Project.

Local Bridge Replacement Program (LBRP) – Grant Agreement

Engineer Ketring requested Board approval of a Resolution, which authorizes execution of the Grant Agreement for the LBRP, (SAP 068-598-038). Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously, (roll call vote), to adopt the following Resolution:

2020-04-02

MnDOT Contract #: 1036821

RESOLUTION
For Grant Agreement to State Transportation Fund
Local Bridge Replacement Program
Grant Terms and Conditions
SAP 068-598-038
April 14, 2020

WHEREAS, **Roseau County** has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of **Bridge No. 90658**; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be **\$76,248.00** by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that **Roseau County** does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

Auditor

Repurchase of Tax Forfeited Property

Auditor Monsrud requested Board approval of a request to repurchase tax forfeited property, located in the City of Warroad, by the previous landowners, Alfred and Laurence Stoskopf, and authorize the Auditor to submit the required paperwork to the State of Minnesota. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously, (roll call vote), to authorize the repurchase of the tax forfeited property.

County Auditor Position

Auditor Monsrud requested Board approval to set a public hearing for 9:00 a.m., Tuesday, May 12, 2020, to solicit public comment concerning the possibility of changing the County Auditor position from elected to appointed. The Board discussed the current COVID-19 situation and the inability for the public to attend a hearing in person. Following a lengthy discussion, Board consensus was to table this request/discussion until the July 14, 2020, Regular Board meeting.

Sheriff

Summit Food Service Contract Amendment

Sheriff Gust requested Board approval of an amendment to the existing Summit Food Service Contract. The Amendment would be in effect from July 1, 2020 to June 30, 2021, and it does include a small increase to both the management and administrative fees. A motion was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously, (roll call vote), to approve the amended Summit Food Service Contract Agreement.

COUNTY-OWNED LAND SALE

Auditor Monsrud opened the one bid submitted for the purchase of a 1-acre parcel of County-owned land located in Hereim Township. As previously directed by the Board, this parcel was offered for sale to the adjacent landowners only. The only bid submitted was by O'Neil Lund for \$1,000.00. Commissioner Wicklund made a motion to accept the bid, seconded by Commissioner Walker, and carried unanimously, (roll call vote).

PUBLIC HEARING – County Recorder Position

Coordinator Pelowski provided the following background information to the Board: There will be a vacancy in the office effective May 22, 2020, as Recorder Pam Grand is retiring from her elected position; the Board authorized advertising for an April 14, 2020, Public Hearing at their March 10, 2020, Regular meeting; the Public Hearing Notice was published in both the Greenbush Tribune and the Roseau Times-Region for two consecutive weeks prior to the April 14, 2020, hearing date; and, the Board may, or may not, take action at today's meeting following the Public Hearing. It was also noted that if action is taken today, the Resolution changing the Recorder's Office from elected to appointed must be approved by at least a 4/5 vote. Commissioner Swanson made a motion to open the Public Hearing, seconded by Commissioner Walker, and carried unanimously, (roll call vote). Board Chair Falk stated that no written comments had been received from the public prior to the hearing. He then called for any oral comments from the public attending the meeting via WebEx. There were no oral comments received. Chair Falk then asked the Commissioners if they had any comments or concerns. Hearing none, Commissioner Swanson made a motion to close the Public Hearing, seconded by Commissioner Horner, and carried unanimously, (roll call vote). A motion was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously, (roll call vote), to approve the following Resolution:

2020-04-01

RESOLUTION ESTABLISHING THE APPOINTED OFFICE OF COUNTY RECORDER

WHEREAS the office of Roseau County Recorder is currently an elective office; and

WHEREAS the elected Roseau County Recorder will be retiring effective May 22, 2020, prior to the term expiration date of December 31, 2022; and

WHEREAS the office of County Recorder will be vacant within the meaning of Minn.Stat. § 351.02(2); and

WHEREAS the Roseau County Board of Commissioners (Board) wants to ensure that the individual holding this position possesses the skills and/or experience necessary to properly carry out the responsibilities of this position; and

WHEREAS the office of Roseau County Recorder may be rendered an appointive office by Resolution of the Board pursuant to Minn. Stat. § 375A.1205, subd. 6; and

WHEREAS the April 14, 2020, meeting of the Board did provide an opportunity for public comment of the Board's decision.

NOW THEREFORE BE IT RESOLVED that pursuant to Minn. Stat. § 375A.1205, the Roseau County Board of Commissioners shall render the office of Roseau County Recorder appointive, effective May 23, 2020.

Following adoption of the Resolution, Coordinator Pelowski pointed out the Resolution would automatically be rescinded if only 10% of eligible voters sign a petition opposing the change within 30 days of the adoption date.

COUNTY BOARD ITEMS

COVID-19 Situation Update

Emergency Manager Grafstrom provided a detailed update for the Board. Following discussion, Coordinator Pelowski presented an updated Temporary County Employee Policy. In short, the Policy requires an update as the existing Policy expires on April 19, 2020, and the Federal "Families First Coronavirus Response Act" (FFCRA) needs to be referenced in the updated Policy. Following review of the updated Policy, Commissioner Swanson made a motion, seconded by Commissioner Walker, and carried unanimously, (roll call vote), to approve the updated Temporary County Employee Policy as presented.

Commissioner Committee Reports (March 24 to April 14, 2020)

Commissioner Falk reported on the following committee(s): County Board Special Meeting; Operations Committee/Board Work Session.

Commissioner Horner reported on the following committee(s): Inter-Government Policy Committee Meeting; County Board Special Meeting; Line 3 Informational Meeting; AMC COVID-19 Webinar; Roseau County Stakeholder Webinar; Operations Committee/Board Work Session.

Commissioner Swanson reported on the following committee(s): Northwest Emergency Communications Board Grants Workgroup; Community Meeting; Roseau Economic Development Authority; Minnesota Department of Health Public Information Officer Teleconference(s); Zoom Training Meeting; Roseau City Council Emergency Meeting; Roseau County Board Special Meeting; Roseau Community Meeting; Association of Minnesota Counties COVID-19 Webinar; Emergency Management Stakeholders Teleconference; Roseau City Council Regular Monthly Meeting; Roseau School Board Meeting; Operations Committee/Board Work Session; Community Meeting; National Association of Counties Community, Economic and Workforce Development Subcommittee Meeting; Statewide Emergency Communications Board Finance Committee Teleconference; Team EPIC; Minnesota Department of Health Public Information Officer Teleconference; Roseau City Council Emergency Meeting.

Commissioner Walker reported on the following committee(s): Minnesota Rural Counties Executive Committee Meeting; County Board Special Meeting; Operations Committee/Board Work Session.

Commissioner Wicklund reported on the following committee(s): County Board Special Meeting; Operations Committee/Board Work Session; Northwest Regional Development Commission Meeting; Land of the Dancing Sky Committee Meeting.

DELEGATIONS – BOARD APPOINTMENTS

Bruce Kimmel, Ehlers – Roseau County Bond Options Presentation

Mr. Kimmel, the County’s Bond Counsel, presented an overview of various bonding options available to the County should they decide to move forward with the proposed Highway Department Project. A detailed presentation consisting of six options, a bond sale schedule and a timeline was provided to the Board. Following the presentation, a lengthy discussion ensued. Ultimately, Board consensus was to take no action at this time, but will continue this discussion at a future Board meeting.

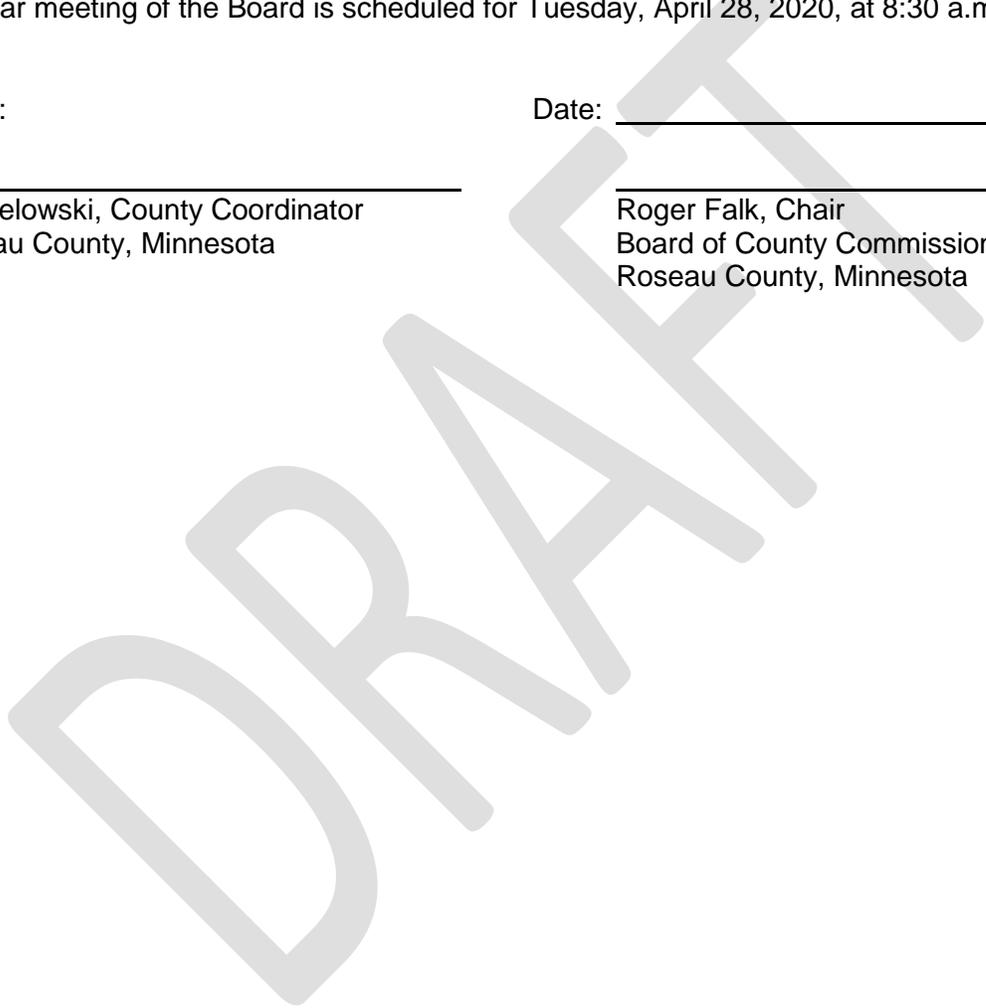
Upon motion carried, the Board adjourned the Regular meeting at 11:40 a.m. The next Special meeting of the Board is scheduled for Tuesday, April 21, 2020, at 9:30 a.m., and the next Regular meeting of the Board is scheduled for Tuesday, April 28, 2020, at 8:30 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Roger Falk, Chair
Board of County Commissioners
Roseau County, Minnesota



PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

April 21, 2020

The Board of Commissioners of Roseau County, Minnesota met in Special Session held at the Courthouse in the City of Roseau, Minnesota on Tuesday, April 21, 2020.

CALL TO ORDER

The Special Meeting was called to order at 9:30 a.m. by Board Chair Roger Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, John Horner, and Russell Walker. Jack Swanson and Daryl Wicklund attended through WebEx. Others attending through WebEx were Jeff Pelowski, Joleen Kezar, Kristy Kjos, Brian Ketring, Martie Monsrud, Chris Stauffer, Sue Grafstrom, Diane Gregerson, Martin Howes, Karla Langaas, Liz Lund, Pam Shaw, Cindy Tangen, Sandi Weiland, and Mike Trinka.

APPROVAL OF AGENDA

A motion to approve the Agenda was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

There were no comments or announcements.

COUNTY BOARD ITEMS

COVID-19 Pandemic – Situation Update

Emergency Management Director Grafstrom provided an update, as follows:

- Minnesota has the lowest mortality percentage rate. What the State of Minnesota has been doing is working.
- There will be a drive for homemade masks this weekend at the fire stations in the County.
- Northwest Community Action has applied for a grant to house people that test positive, but do not require hospitalization, in hotel rooms in order to contain the spread of the virus. Essential services such as food, medicine, and transportation would be provided.
- A New York Times article dated April 20, 2020, was distributed. The article was entitled “COVID-19 Vaccine Truths regarding Vaccine Development, Vaccine Production, and Drug Treatments”. According to the author of the article, it will take at least 12 to 18 months to have a marketable vaccine.
- According to Director Grafstrom, four goals need to be achieved in order to reopen the State of MN: 1) A sustained reduction in the number of COVID-19 cases for at least 14 days; 2) State and regional hospitals must be able to safely treat all patients requiring hospitalization; 3) Must have the capacity to test anyone who has symptoms; and, 4) Must be able to aggressively trace all known contacts of COVID-19 positive patients.
- Director Grafstrom believes that Roseau County needs to develop a “Plan for Responding to a Roseau County COVID-19 Outbreak”, including: 1) The County needs to develop plans to aggressively trace the known contacts of COVID-19 positive cases, (the MN Dept of Health performs this task at the current time); 2) Coordinating a concerted effort between Altru, Lifecare, and Roseau County Public Health to perform a number of COVID-19 related tasks, (the County medical facilities/agencies currently perform this task).

Following discussion, there was no Board action taken.

There was a discussion on what the County could do to help re-open small businesses with social distancing still in effect. This would require a modification of the State-mandated stay-at-home order.

The topic of property tax relief options was discussed at length. Approximately 10 counties have enacted some sort of property tax relief; with the most prevalent being delaying penalties and interest on delinquent 1st half payments for a two month period. It was pointed out that payment of 2nd half taxes may be a bigger issue if the current situation continues. The MN Legislature is still debating the property tax relief issue as well. The Association of MN Counties (AMC) is recommending that individual counties hold off on enacting relief measures until the Legislature decides what they plan to do. If the State plan is not adequate, then AMC would lead a coordinated effort amongst counties to develop a property tax relief plan. Following a lengthy discussion, Board consensus was to continue to follow the guidance being provided by AMC.

Finally, Coordinator Pelowski informed the Board that the Federal Legislature is currently working on the massive COVID19–3.5 legislation. Both NACo and AMC are lobbying for direct relief payments to counties. The current version of the legislation contains approximately \$500M for MN counties; Roseau County’s share would be approximately \$1.34M. He urged the Commissioners to contact our Federal legislative delegation and ask them to approve direct payment to Counties.

Upon motion carried, the Board adjourned the Special meeting at 11:00 a.m. The next Regular meeting of the Board is scheduled for Tuesday, April 28, 2020, at 8:30 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Roger Falk, Chair
Board of County Commissioners
Roseau County, Minnesota



Roseau County Request for Board Action

Agenda Item #: Consent 3 <small>(for office use only)</small>		
Requested Board Date:	April 28, 2020	Originating Department: HSEM/Emergency Mgmt
Subject Title (as it will appear on the Agenda): Payroll Change Request – HSEM/Emergency Management Director	Presenter: Sue Grafstrom	
	Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
Board Action Requested: Requesting Board approval of the attached Payroll Change Request. The request is for an annual step increase, (9B to 9C), and a vacation time accrual increase from 4 hours/pay period to 6 hours/pay period, per the County Employee Handbook.		
Background: According to Policy, the Board must approve Payroll Change Requests for County Department Heads.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

Payroll Change Form

Name: _____ Effective Date: _____

Title: _____ Board Approval Date: _____

Department: _____

Employee Type: Full-Time Part-Time Temporary Seasonal

Reason for Change

New Employee _____ (hire date) _____ grade/step _____ hourly rate

Rehire grade/step hourly rate

Step Anniversary _____ (new grade/step) _____ (new hourly rate)

Vacation Anniversary

 Changing to: 1 - 3 yrs, 3 - 15 yrs, 15 - 20 yrs 20 + yrs

Address Change _____

Title Change _____ (new title)

Resignation / Termination

Retirement

Benefit Cancellation Date _____

Other _____

Payout of Accrual Balances

	<u>Balance</u>		<u>Hourly Rate</u>		<u>Total</u>	
Vacation: V1	_____	X	_____	=	_____	
Sick Leave: S2	_____	X	_____	=	_____	<i>Eligible for half of sick leave balance</i>
Comp Time: CP	_____	X	_____	=	_____	
Holiday: HP	_____	X	_____	=	_____	
Total Payout					_____	

Comments

Approved by

Department Supervisor Signature

Date

Copy to Auditor's Office

Copy to Coordinator's Office

MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING APPLICATION

Trail/Area Name /Type of Trail (PRINT or TYPE) <i>Pelan Roseau County Trail blazers</i>		Date <i>4/20/2020</i>	
Trail Administrator (PRINT or TYPE) <i>Myles Hogenson</i>		Trail Administrator Signature <i>Myles Hogenson</i>	
Address (No. & Street, RFD, Box No., City, State, Zip Code) <i>68824 Co Rd #140 Roseau MN 56673</i>		Home Phone Number <i>218-689-6889</i>	Work Phone Number

GPS Verified Miles of Trail: <i>348.7</i>	Date of Meeting Attended:
--	---------------------------

Department Use Only			
Verified Miles:	Mileage Rate:	Amount:	Recommended:
			\$ _____

SPONSOR APPROVAL

Unit of Government <i>Roseau County</i>		Telephone Number (Include Area Code): <i>218-463-4248</i>
Authorized Signature of Sponsor	Title	Date

CERTIFICATION BY DEPARTMENT OF NATURAL RESOURCES

Authorized Signature For DNR	Area Trails Supervisor	Date
Authorized Signature For DNR	Regional Parks and Trails Manager	Date

Checklist/Mandatory Attachments:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Certification of Trail Closure/4 th Benchmark | <input checked="" type="checkbox"/> Proof of Club Non-Profit Status |
| <input checked="" type="checkbox"/> Grooming Logs from the Previous Year | <input checked="" type="checkbox"/> Trail Contact Information <i>Same as previous</i> |
| <input checked="" type="checkbox"/> Sponsor Resolution <i>Need original</i> | <input type="checkbox"/> Sign Order (if applicable Form) |
| <input type="checkbox"/> Update of Current Trail Alignments | |
| <input checked="" type="checkbox"/> Backup Grooming Plan | |



MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM

OPERATOR'S GROOMING LOG SHEET

Trail Name		Operator Signature		Type of Groomer		Sponsor		Year
Pelican		Roseau County Trail		Duster		Roseau County		2019-20
Date (Month/Day)	Operator Signature	Time (AM/PM)		Total Grooming Hours	Total Miles Groomed	Remarks: name of trail or section of trail groomed; additional comments		
		Start	Ending					
12-1-18	Dale Hennes							
Contract	Custom Grooming	9 trips	29.8	/hr	268.2	/mi	Contract Grooming	
East side	Groomings			/hr	/mi			
Snowmobile	Grooming Beltrami	2 trips	77	/hr	154	/mi	used Snow mobile & Drag	
Snowmobile	Grooming Lost River	4 trips	24.5	/hr	98	/mi	11	
Signings	Clearing, Parking			/hr		/mi	East of West Roseau County	
East side	Grooming	8.5 trips		/hr	156.8	/mi	8.5 trips	
West side	Grooming	8 trips		/hr	1136	/mi	8 trips	
Double Pass	Grooming			/hr		/mi		
Railbed	Grooming	4 passes		/hr	80	/mi	Twice in one week	
89	Grooming	5 passes		/hr	145	/mi	Twice in one week	
TOTALS								

Roseau County Trailblazers

Backup Grooming plan

The Roseau County Trailblazers have access to our contract groomer on the Westside of Roseau County also access to a ASV and drag for both East and west, Along with that we have 2 Polaris Titan Widetracks along with a New 48 inch drag and a older 56 inch drag, our club also has a 2010 TrailBully and 2017 Pisten Bully 400

Thank You Roseau County Trailblazers,

Myles Hogenson Trail Coordinator

4/21/2020

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

DEPARTMENT OF THE TREASURY

Date: **NOV 09 1999**

ROSEAU COUNTY TRAILBLAZERS INC
PO BOX 62
ROSEAU, MN 56751

Employer Identification Number:
41-1605761
DLN:
17053280038019
Contact Person:
MARC J MORGAN ID# 31189
Contact Telephone Number:
(877) 829-5500
Internal Revenue Code
Section 501(c)(4)
Accounting Period Ending:
March 31
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5

Letter 948 (DO/CG)

ROSEAU COUNTY TRAILBLAZERS INC

percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Donors may not deduct contributions to you because you are not an organization described in section 170(c) of the Code. Under section 6113, any fundraising solicitation you make must include an express statement (in a conspicuous and easily recognizable format) that contributions or gifts to you are not deductible as charitable contributions for Federal income tax purposes. This provision does not apply, however, if your annual gross receipts are normally \$100,000 or less, or if your solicitations are made to no more than ten persons during a calendar year. The law provides penalties for failure to comply with this requirement, unless failure is due to reasonable cause.

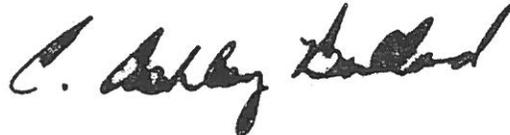
If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

ROSEAU COUNTY TRAILBLAZERS INC

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

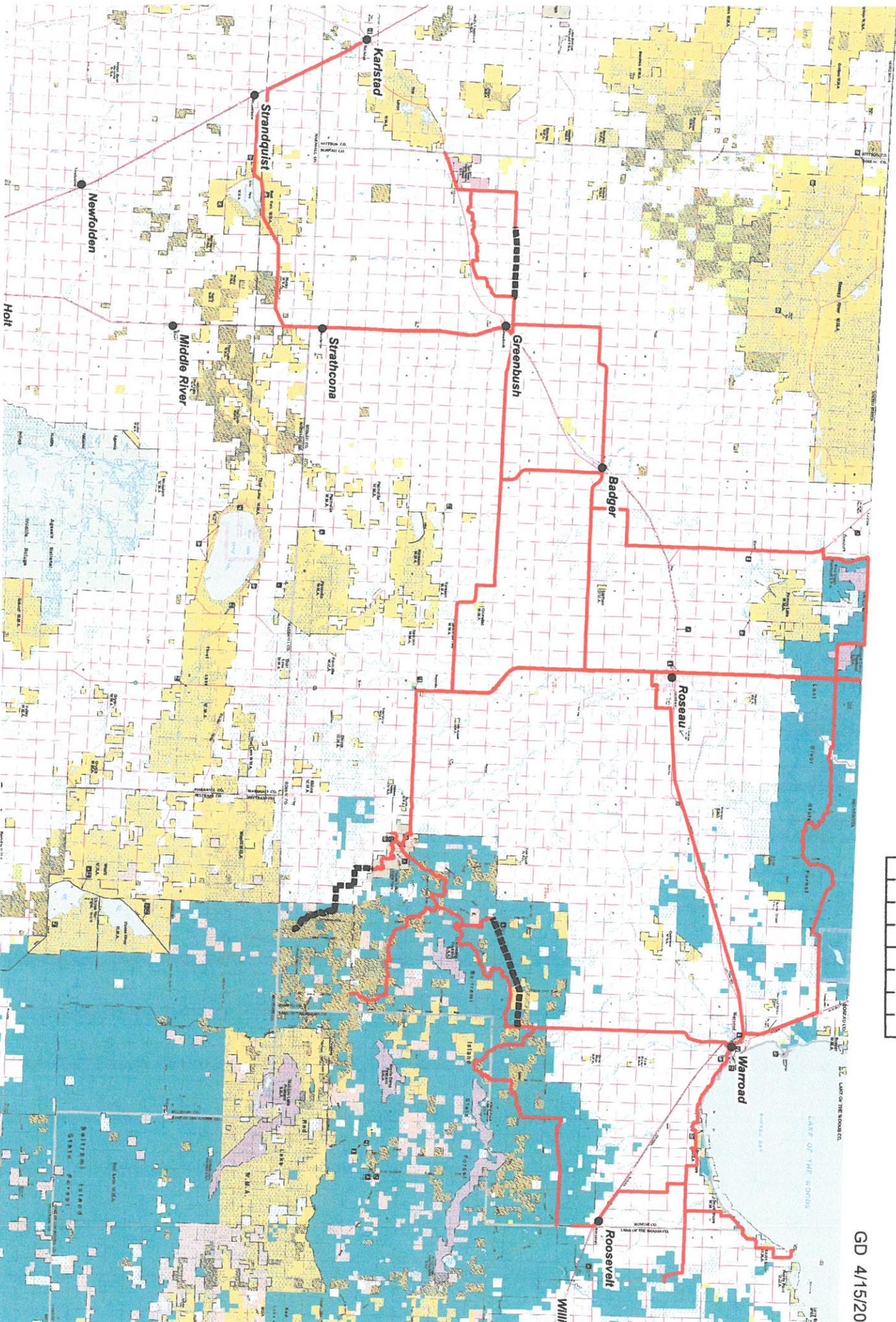
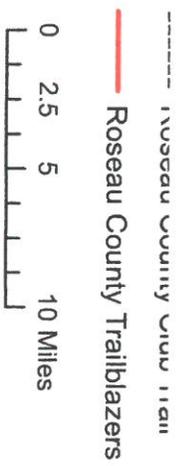
A handwritten signature in dark ink, appearing to read "C. Shelby". The signature is written in a cursive style with a large, sweeping initial "C".

District Director



Roseau County Trailblazers

Approx. 348 Miles



GD 4/15/20



Roseau County Request for Board Action

Agenda Item #: Consent 5 <small>(for office use only)</small>		
Requested Board Date:	April 28, 2020	Originating Department: Roseau County Trailblazers
Subject Title (as it will appear on the Agenda): Roseau County Trailblazers – 4 th Benchmark		Presenter: Myles Hogenson
		Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Requesting Board approval of the Roseau County Trailblazers 4 th Benchmark payment.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

SNOWMOBILE TRAILS ASSISTANCE PROGRAM MAINTENANCE AND GROOMING

Certification of Trail Closure/Application Submission

4th Benchmark – Due By May 15th

Trail Name: Roseau County Trailblazers/BISF 1

Club/Organization Name: Roseau County Trailblazers Snowmobile Club

Trail Administrator Signature: Miles Seeger Date: 4/20/2020

By signing this form, the Sponsor certifies that the above snowmobile trail has been satisfactorily closed as defined within the Minnesota Snowmobile Trails Assistance Program Manual, an application for the coming grant round is completed and on file by May 15th and that a backup grooming plan is in place and is on file in the event the groomer or the operator are not able to maintain the trails.

Is there any reason why the Department of Natural Resources should withhold any part of this payment?
 YES NO X

If YES, please elaborate:

Sponsor Name (Local Unit of Government): Roseau County

Signature: Date

Title:

Amount requested \$6,389.97 **(Up to 5% of the original contract.)**

DEPARTMENT USE ONLY

THIS INVOICE APPROVED FOR PAYMENT BY:

Parks and Trails Area Supervisor – OK TO PAY	Date	FY	Amount
			\$
SWIFT PO: 3-163257	RECEIPT #		
VENDOR #: 0000197344	LINE #		
SERVICE BEGIN DATE: April 1, 2020 <u> </u>	SERVICE END DATE:		
INVOICE #: <u> BM4 </u>	Vendor Name and Address: Roseau County 606 5 th Ave SW, Room 131 Roseau, MN 56751		



Roseau County Request for Board Action

Agenda Item #: County Board Item 1 <small>(for office use only)</small>		
Requested Board Date:	April 28, 2020	Originating Department: Commissioners
Subject Title (as it will appear on the Agenda): COVID-19 Situation Update		Presenter: Commissioners
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Discussion of the current status of the COVID-19 pandemic.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: County Board Item 2 <small>(for office use only)</small>		
Requested Board Date:	April 28, 2020	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): Commissioner Committee Reports		Presenter: Commissioners
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Commissioners will present their Committee Reports.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

JACK SWANSON COMMITTEES REPORT

APRIL 14, 2020 - HIGHWAY COMMITTEE

APRIL 15, 2020 - ROSEAU COMMUNITY MEETING; COVID-19 response

APRIL 16, 2020 - ASSOCIATION OF MINNESOTA COUNTIES PUBLIC SAFETY POLICY COMMITTEE WEBINAR; DOC Commissioner Paul Schnell, HSEM Director General Joe Kelly, Minnesota Sheriffs Association Executive Director Bill Hutton, and County Probation Directors Midge Christianson and Jason Anderson

APRIL 17, 2020 - DOMESTIC VIOLENCE CCR WEBINAR; Beltrami County Judge Paul Benschhof

APRIL 20, 2020 - EMERGENCY MANAGEMENT STAKEHOLDERS

APRIL 20, 2020 - ROSEAU CITY COUNCIL

APRIL 20, 2020 - ROSEAU SCHOOL BOARD

APRIL 21, 2020 - SOCIAL SERVICES BOARD

APRIL 21, 2020 - ROSEAU COUNTY BOARD SPECIAL MEETING; COVID-19 response

APRIL 21, 2020 – NATIONAL ASSOCIATION OF COUNTIES WEBINAR; with US Labor Secretary Eugene Scalia on COVID economic impact

APRIL 22, 2020 - ROSEAU COMMUNITY MEETING

APRIL 27, 2020 - EMERGENCY MANAGEMENT STAKEHOLDERS

APRIL 27, 2020 – ASSOCIATION OF MINNESOTA COUNTIES WEBINAR; with Governor Tim Walz on COVID response

APRIL 27, 2020 – ROSEAU CITY COUNCIL SPECIAL MEETING; on COVID response



Roseau County Request for Board Action

Agenda Item #: Board Appointment 1 <small>(for office use only)</small>		
Requested Board Date:	April 28, 2020	Originating Department: Public Health
Subject Title (as it will appear on the Agenda): LifeCare Public Health Services Contract		Presenter: Julie Pahlen
		Estimated Amount of Time Needed for Discussion: <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
Board Action Requested: Consideration of a revised Roseau County/LifeCare Public Health Services Contract.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <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 _____		