

## REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **June 23, 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

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

**8:45 Consent Agenda**

1. June 9, 2020 Regular Board Meeting Proceedings
2. Warroad River Watershed District Board Appointment – Authorization to Advertise
3. Application for Exempt Permit – Whitetails Unlimited, Inc
4. 2020 Boat and Water Safety Grant
5. Roseau/LOW Sportsman's Club – Request for Reimbursement
6. Payroll Change Request – Social Services Director

**8:50 Committee Reports**

**9:00 PUBLIC HEARING – County Auditor Position**

**9:20 Department Reports**

1. Auditor/Recorder
  - a. Deputy Recorder Job Description Revision / MRA Rating
  - b. Chief Deputy Recorder Job Description Revision / MRA Rating
  - c. 2020 County Board of Appeal and Equalization Meeting Minutes

**9:25 County Board Items**

1. COVID-19 Pandemic - Update
2. Commissioner Committee Reports

**10:00 Unfinished Business**

**10:00 Adjourn**

**NOTE:** Pursuant to MN Statute 13D.021; to limit exposure of COVID-19 to the public, County Commissioners, and County Staff, in-person attendance at this meeting is allowed by appointment only. Attendance to the meeting via WebEX is also available. Contact the County Coordinator's Office (218-463-4328), or by email ([joleen.kezar@co.roseau.mn.us](mailto:joleen.kezar@co.roseau.mn.us)), to either schedule an in-person appointment or to request a WebEX link to attend the meeting electronically.



# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

June 9, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, June 9, 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, Jack Swanson, Russell Walker, and Daryl Wicklund. John Horner attended through WebEx. Staff present were Joleen Kezar and Rich Gross. Others attending through WebEx were Jeff Pelowski, Martie Monsrud, Brian Ketring, Sue Grafstrom, Diane Gregerson, Kristy Kjos, Karla Langaas, Liz Lund, Chris Stauffer, Cindy Tangen, Mike Trinkka, and Sandi Weiland.

## APPROVAL OF AGENDA

A motion to approve the Agenda was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously, (roll call vote).

## COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski noted that the AMC District 3 Meeting, scheduled for June 11, 2020, at 9:00 a.m., will be held via WebEx; the Board of Appeal & Equalization Meeting is scheduled for 6:00 p.m., June 16, 2020, (Board consensus not to hold a Special Board Meeting in conjunction with this meeting); and, the June 16, 2020, Social Services Board Meeting was rescheduled from 8:30 a.m. to 4:00 p.m.

## APPROVE BILLS

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

### Warrants Approved For Payment 5/28/2020 (Warrant #143318-143325)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,253.22
SOVDE/JAMIE	2,147.50
TOWN OF REINE	2,500.00
5 Payments less than 2,000.00	2,617.02
<b>Final Total:</b>	<b>10,517.74</b>

### Warrants Approved For Payment 6/04/2020 (Warrant #143326-143343)

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN GROUP	3,584.65
MN DEPT OF FINANCE -TREAS	2,278.50
SUN LIFE ASSURANCE COMPANY OF CANADA	2,166.42
15 Payments less than 2,000.00	11,353.72
<b>Final Total:</b>	<b>19,383.29</b>

### Warrants Approved On 6/09/2020 For Payment 6/12/2020 (Warrant #143344-143406)

<u>Vendor Name</u>	<u>Amount</u>
AUMENTUM TECHNOLOGIES	2,000.00
COULOMBE CONSULTING	3,920.00
MAR-KIT LANDFILL	42,000.50

NORTHWEST TIRE INC	2,047.52
PATCHIN MESSNER VALUATION COUNSELORS	23,685.00
POMP'S TIRE SERVICE, INC	9,938.08
POWER PLAN	2,151.80
R & Q TRUCKING INC	2,402.39
ROSEAU CO COOP ASSN	5,583.28
SJOBERG'S INC	2,668.25
SUMMIT FOOD SERVICE-DBA	8,346.20
TAFT STETTINIUS & HOLLISTER LLP	13,185.00
TRUE NORTH STEEL	15,537.30
UNIVERSITY OF NORTH DAKOTA	3,092.65
WIDSETH SMITH NOLTING	37,680.00
48 Payments less than 2,000.00	30,181.66
<b>Final Total:</b>	<b>204,419.63</b>

## CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously, (roll call vote). The Board, by adoption of its Consent Agenda, approved the May 26, 2020, Regular Board Proceedings; approved the June 2, 2020, Special Meeting Board Proceedings; approved a Payroll Change request for the Veteran Services Officer, (annual step increase --- 7F to 7G), effective June 24, 2020; and, approved the hire of Heidi Olson as a regular full-time Social Worker, (Grade 8, Step C), effective June 15, 2020.

## COUNTY BOARD ITEMS

### Memorandum of Understanding (MOU) – Team EPIC, Northwest Community Action, Roseau County

Dani Wolf, Team EPIC Coordinator, requested Board approval of a MOU between Team EPIC, Northwest Community Action, and Roseau County effective throughout the awarded Drug Free Communities Grant period, (December 30, 2020 to September 30, 2025). Following discussion, a motion to approve the MOU was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously, (roll call vote).

### COVID-19 Situation Update

Emergency Manager Grafstrom provided an update for the Board; including, positive COVID-19 cases in Roseau County has increased to five, with none of the new cases being contracted from within the County; the number of cases in Pennington County has gone up due to a contracting company working at Digi-Key; compliance with mask wearing and social distancing has diminished; and, the State of MN has increased their testing and contact tracing capabilities.

### Commissioner Committee Reports (May 26 – June 9, 2020)

Commissioner Falk reported on the following committee(s): Special County Board Meeting; Tax Court Committee Meeting; Ditch 9 Landowners Meeting; Roseau River Watershed Board Meeting; Highway Department Meeting regarding the Mickelson Bridge.

Commissioner Horner reported on the following committee(s): Special County Board Meeting; Warroad City Council Meeting.

Commissioner Swanson reported on the following committee(s): Northwest Emergency Communications Board Grants Workgroup Meeting(s); Roseau City Council Meeting(s); Roseau Community Meeting; Roseau Economic Development Authority Meeting; Association of Minnesota

Counties (AMC) Blue Ribbon Governance Panel Meeting(s); Emergency Management Pandemic Response Meeting(s); Special County Board Meeting; Community Justice Coordinating Committee Meeting; AMC Finance Committee Meeting; Judicial Branch/AMC Jury Trial Workgroup; Roseau County/LifeCare Public Health Committee Meeting; AMC Public Safety Policy Committee Meeting.

Commissioner Walker reported on the following committee(s): Minnesota Rural Counties Executive Committee Meeting; Tax Court Committee Meeting; Ditch 9 Landowners Meeting; Special County Board Meeting.

Commissioner Wicklund reported on the following committee(s): Special County Board Meeting; Northwest Regional Development Commission Meeting.

Upon motion carried, the Board adjourned the Regular meeting at 9:05 a.m. The next Regular meeting of the Board is scheduled for Tuesday, June 23, 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

DRAFT





## Board of Commissioners

606 5<sup>th</sup> Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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## WATERSHED BOARD APPOINTMENT NOTICE

The Roseau County Board of Commissioners is accepting nominations for the following Watershed Board Appointment(s):

Two (2) managers to the Warroad River Watershed Board for a three year term beginning September 19, 2020 ending September 18, 2023. The terms of Keith Landin and Bill Thompson will expire on September 18, 2020.

Persons interested in being appointed to serve as a Watershed District Manager should contact the Roseau County Coordinator, 606 5<sup>th</sup> Avenue SW, Room 131, Roseau, MN 56751 (218-463-4248) or [joleen.kezar@co.roseau.mn.us](mailto:joleen.kezar@co.roseau.mn.us) to obtain an application. To be considered, interested persons must submit completed applications no later than 4:30 pm, July 31, 2020.

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District 1, John Horner - District 2, Jack Swanson  
District 3, Roger Falk, Chair - District 4, Russell Walker, Vice-Chair - District 5, Daryl Wicklund

An Equal Opportunity Employer



MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Warroad Area Chapter Previous Gambling Permit Number: X-93451

Minnesota Tax ID Number, if any: 3891694 Federal Employer ID Number (FEIN), if any: 39-1415070

Mailing Address: 50735 350th St

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

Name of Chief Executive Officer (CEO): Leonard Miller

CEO Daytime Phone: 218-202-0610 CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): jnordlof@whitetailsunlimited.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal       Religious       Veterans       Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted  
(for raffles, list the site where the drawing will take place): Springsteel Resort

Physical Address (do not use P.O. box): 38004 Beach Street Warroad MN 56763

Check one:

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

Township: \_\_\_\_\_ Zip: 56763 County: Roseau

Date(s) of activity (for raffles, indicate the date of the drawing): August 22, 2020

Check each type of gambling activity that your organization will conduct:

Bingo       Paddlewheels       Pull-Tabs       Tipboards       Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

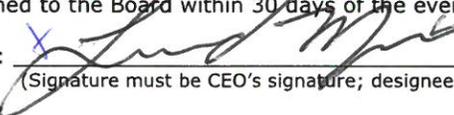
Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 6-9-20

(Signature must be CEO's signature; designee may not sign)

Print Name: Leonard Miller

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status; and

\_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



*Working for an American Tradition*  
Education • Habitat Conservation • Hunting Tradition

July 15, 2014

This letter is to confirm that the organization known as Warroad, MN event to be held in Warroad, MN is a subordinate of the parent non-profit organization of Whitetails Unlimited, Inc. located in Sturgeon Bay, Wisconsin, Federal ID #39-1415070.

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Wm. E Gerl, Jr  
Executive Vice President

National Headquarters  
PO Box 720  
2100 Michigan St.  
Sturgeon Bay, WI 54235

Phone: (920) 743-6777  
Fax: (920) 743-4658  
[www.whitetailsunlimited.com](http://www.whitetailsunlimited.com)  
[nh@whitetailsunlimited.com](mailto:nh@whitetailsunlimited.com)

Internal Revenue Service  
District Director

Department of the Treasury

Date: NOV - 9 1984

Our Letter Dated: Oct. 22, 1984

Person to Contact: Mr. E. Kelley

Contact Telephone Number:

(312) 886 1278

WHITE TAILS UNLIMITED INC  
PO BOX 422  
STURGEON BAY, WI 54235

Gentlemen:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

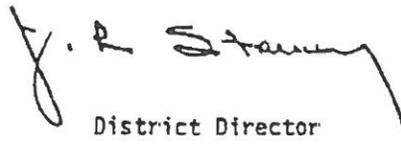
Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(2). Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

  
District Director

**Internal Revenue Service**

**Date:** September 2, 2004

Whitetails Unlimited Inc. National Headquarters  
% Jeffrey Schinkten  
P. O. Box 720  
Sturgeon Bay, WI 54235-0720

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Yvette Davis 31-07751  
Customer Service Representative

**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500

**Fax Number:**  
513-263-3756

✓ **Federal Identification Number:**  
39-1415070

✓ **Group Exemption Number:**  
9362

Dear Sir or Madam:

This is in response to your request of September 2, 2004, regarding your organization's tax-exempt status.

In June 1986 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

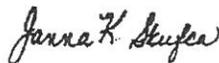
Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list your organization submitted as exempt from federal income tax under section 501(c)(3) of the Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Consent 4 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	June 23, 2020	<b>Originating Department:</b> Sheriff
<b>Subject Title (as it will appear on the Agenda):</b> 2020 State Boat & Water (B&W) Safety Grant	<b>Presenter:</b> Steve Gust	
	<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 approval of the attached B&W Safety Grant in the amount of \$2,694.00		
<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 _____		



**2020 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

**ENCUMBRANCE WORKSHEET**

**Contract#** 177689      **PO#** 3-171480

**State Accounting Information:**

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2020	Source Type State	Vendor Number 0000197344-001
Total Amount \$2,694	Project ID R29G70CGFFY18	Billing Location R297000221	DUNS 051818920	

**Accounting Distribution:**

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date January 1, 2020	Grant End Date June 30, 2021
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Grantee Name and Address:  
Roseau County Sheriff's Office  
604 Fifth Avenue SW  
Roseau, MN 56751

Payment Address:  
(where DNR sends the check)  
Roseau Co.  
606 – 5th Ave. SW, #140  
Roseau, MN 56751

**2020 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

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

**Recitals**

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

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 **Effective date:** January 1, 2020. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2020 grant expenditures incurred back to effective date. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** June 30, 2021. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.
- 1.4 **Incur Expenses.** Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after January 1, 2020 are eligible for reimbursement.

**2 Grantee's Duties**

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

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

**3 Time**

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

**4 Consideration and Payment**

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:
  - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Two thousand six hundred ninety-four dollars (\$2,694).
  - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Two thousand six hundred ninety-four dollars (\$2,694).
- 4.2 **Payment**
  - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.

#### 4.3 Contracting and Bidding Requirements

- (a) Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. 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.

#### 5 Conditions of Payment

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

#### 6 Authorized Representative

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

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

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

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

#### 8 Liability

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

#### 9 Audits (State and Single)

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

#### 10 Government Data Practices and Intellectual Property

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

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

#### 11 Workers' Compensation

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

12 **Publicity and Endorsement**

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

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

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

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

14 **Termination**

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

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

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

(a) It does not obtain funding from the Minnesota Legislature

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

15 **Data Disclosure**

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

16 **American Disabilities Act**

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

17 **Invasive Species Prevention**

**WORK SITES WITH KNOWN AQUATIC INVASIVE SPECIES INFESTATIONS**

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Operational Order 113 is incorporated into this grant agreement by reference and may be found at [http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf). Duties are listed in Op Order 113 under Sections II and III (pp. 5-8).

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

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

(a) Prior to leaving the waterbody, drain all water from equipment, boats, trailers, bilges, live wells, coolers, bait buckets, engine compartments and any other areas where water may be trapped or contained. Immediately after leaving the water body, drain water from transom wells onto dry land.

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

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: Nina Quinn Digitally signed by Nina Quinn  
Date: 2020.06.02 15:28:35 -05'00'

SWIFT Contract # 177689

Purchase Order # 3-171480

**2. GRANTEE:**

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

By: 

Title: County Sheriff

Date: June 10, 2020

By: \_\_\_\_\_

Title: Chairperson of County Board

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

By: \_\_\_\_\_

Title: County Auditor or Administrator

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

**3. STATE AGENCY: NATURAL RESOURCES**

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

Title: Director, Enforcement Division – Central Office

Attachments: Exhibits "A" & "B"

Distribution:

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

**COUNTY BOAT AND WATER SAFETY  
2020 BUDGET SPENDING PLAN  
(January 1, 2020 - June 30, 2021)**

**Exhibit A**

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

ROSEAU

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

GROUP I - PERSONNEL	Number	Amount		TOTAL
		County	State	
Full-Time				\$ -
Seasonal	3.0		\$ 2,194.00	\$ 2,194.00
<b>GROUP I SUBTOTALS</b>	<b>3.0</b>	\$ -	\$ 2,194.00	\$ 2,194.00

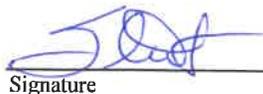
GROUP II - SUPPLIES & EXPENSES	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
Fuel and oil for boats and units to pull boats to/from the lake		\$ 200.00	\$ 200.00
Boat upkeep and weatherization		\$ 300.00	\$ 300.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>GROUP II SUBTOTALS</b>		\$ 500.00	\$ 500.00

GROUP III - EQUIPMENT	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>GROUP III SUBTOTALS</b>			\$ -

<b>2020 STATE GRANT TOTAL</b>	\$ -	\$ 2,694.00	\$ 2,694.00
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Scan and email the signed form. Send to:  
[deb.ethier@state.mn.us](mailto:deb.ethier@state.mn.us)

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

  
Signature

June 10, 20  
Date

## **ALLOWABLE EXPENDITURES & REPORTING REQUIREMENTS**

### **2020 BOAT & WATER SAFETY STATE GRANT PROGRAM**

Use these guidelines when completing the proposed Budget --- Exhibit "A" form.

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

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

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

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

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

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



## Conflict of Interest Disclosure

### Conflict of Interest

As referenced in the Minnesota Department of Administrations Office of Grants Management's [Policy 08-01](#), a conflict of interest, actual, potential, or perceived, occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it.

### Actual Conflict of Interest

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

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

### Potential Conflict of Interest

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. Examples included but not limited to:

- One party has a relationship, affiliation, or other interest that could create an inappropriate influence if one party is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily create a conflict of interest, depending on the nature of the relationship between the two parties.

A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

### Perceived Conflict of Interest

A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist.

A disclosed perceived conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflict

### Individual Conflict of Interest

A conflict of interest that may benefit an individual employee where actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to a friend, relative, acquaintance or business or organization with which they are involved.

An employee uses his/her status or position to obtain special advantage, benefit, or access to the grantee or grant applicant's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence

Revised June, 2019

**Organizational Conflict of Interest**

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

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee’s objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
- A grantee creates an unfair competitive advantage in hiring for professional services or purchasing supplies or equipment by furnishing unauthorized proprietary information or source selection information that is not available to all competitors and create a path to one or a few.

**This section to be completed by Grantee’s Authorized Representative:**

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual, potential and perceived conflicts of interests by individual employees or are organization as a whole to the State’s Authorized Representative.

Organization Name: Minnesota Department of Natural Resources

Project Name: 2020 State Boating Grant

Legal Citation:  
2019 1st Special Session, Chapter 4, Article 1, Section 3, Subdivision 7, paragraph (c)

Authorized Representative Name: Steven J. Gust

Signature:  \_\_\_\_\_

Date June 10, 20





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: <i>Ros/Warroad Trails / North Star Trail Alliance</i>	1B. Date: <i>6/9/2020</i>
1C. Club name: <i>Roseau Low Sportsmens</i>	1D. Sponsor name: <i>Roseau County</i>

Reimbursement period start date (for this request):	Reimbursement period end date (for this request):
---	---

2. Description of work accomplished:  
*Trail Maintenance Applying Rocks + Underlayment*

Development accomplishments)  
 Number of miles constructed to date  
 Number of bridges  
 Number of parking areas

Maintenance accomplishments)  
 Number of miles maintained (this reimbursement only) *11 miles*  
 Trail width *10 ft*  
 Number of miles traveled by grooming equipment (shared winter trails only)

3. Project Cost Breakdown and Explanation

3A. Administration <i>Grant writing + Planning</i>	<i>\$ 280</i>
Explanation:	
3B. Acquisition / relocation	
Explanation:	
3C. Construction	
Description:	
3D. Facilities	
Description:	
3E. Trail system map printing	
Explanation:	

<b>Total cost (Sum 3A – 3E):</b> <i>\$ 280</i>	<b>Total reimbursable amount of cost (Up to 65% of Total cost sum 3A – 3E):</b> <i>182.00</i>
---	--

3F. Maintenance <i>Applying rock + underlayment</i>	<i>27526.44</i>
Explanation:	

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:	<i>\$ 1500.</i>
---	-----------------

<b>Total cost (Sum 3F – 3H):</b> <i>\$ 29026.44</i>	<b>Total reimbursable amount of cost (Up to 90% of Total cost sum 3F – 3H):</b> <i>\$ 28876.44</i>
--	---

<b>4. Grant</b>			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H) <b>\$ 29,306.44</b>		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: <b>29,058.44</b>	
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: <i>Myles Hagen</i>		5B. Date of signature: <b>6/9/2020</b>	
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
6. Required Attachments. Check if applicable.			
6A. Yes <input type="checkbox"/> No <input 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 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					Sponsor					Year					
Roslund					Pecan County					2015					
Date Month / Day (1)	Operator Name (2)	Labor			Make of Transportation (6)	Transportation			Other Equipment Used (include Make & Model) (10)	Other Equipment			TOTAL COST (14)	Work Location (15)	Expenditure Type Code (16)
		Hours (3)	Rate (4)	Cost (5)		Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)	Cost (13)			
3/18	Ron Kallman	48	20	960	1-ton Tractor	240	1.10	264	Bonnet	48	70	3360	4584		
3/18	Lore Annen	40	20	800	Crew	140	.58	81.2					881.20		
3/19	Don Jalkan	8	20	160	Crew	28	.58	16.24					176.24		
3/23	Dave								ASD	34	100	3400	3400.00		
3/26	Veget.								Grader	9	125	1125	1125.00		
3/11	Andy														
3/16	S														
NOTES:		Cost (17)			Cost (18)			Cost (19)			Date (22)		Total Cost (20)		
		\$			\$			\$					\$		

A. ADMINISTRATION  
 B. ACQUISITION  
 C. CONSTRUCTION

D. FACILITIES  
 E. FIRM SYSTEM MAINTENANCE  
 F. MAINTENANCE

G. OTHER (only used for winter OHV trail maintenance by  
 designating a trail to 2-shape snow)  
 H. UTILITY INSTANT (maximum state allowed \$1,500 per year)

Signature: *[Handwritten Signature]*  
 Date: *[Handwritten Date]*



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Consent 6 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	June 23, 2020	<b>Originating Department:</b> Social Services
<b>Subject Title (as it will appear on the Agenda):</b> Payroll Change Request – Social Services Director	<b>Presenter:</b> Karla Langaas	
	<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 Payroll Change Form. This would be an annual step increase from Grade 13, Step C to Grade 13, Step D, effective July 1, 2020.		
<b>Background:</b> The Board is required to approve Payroll Change Forms for Department Heads.		
<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 _____		

# Payroll Change Form

Name: KARLA LANGAAS

Effective Date: 07/01/20

Title: DIRECTOR

Board Approval Date: \_\_\_\_\_

Department: WELFARE

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 13-D (new grade/step) \$44.59 (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>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Vacation: V1	_____	X	_____	=	\$0.00	
Sick Leave: S2	_____	X	_____	=	\$0.00	<i>Eligible for half of sick leave balance</i>
Comp Time: CP	_____	X	_____	=	\$0.00	
Holiday: HP	_____	X	_____	=	\$0.00	
<b>Total Payout</b>					<b>\$0.00</b>	

## Comments

### Approved by

*Karla Langaas*

Department Supervisor Signature

*06-16-2020*

Date

Copy to Auditor's Office

Copy to Coordinator's Office



# Roseau County Request for Board Action

<b>Agenda Item #: PUBLIC HEARING</b> <small>(for office use only)</small>		
<b>Requested Board Date:</b>	June 23, 2020	<b>Originating Department:</b> Commissioners
<b>Subject Title (as it will appear on the Agenda):</b> Public Hearing – County Auditor Position	<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 checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes	
<b>Board Action Requested:</b> Conduct a Public Hearing in order to solicit public comment concerning the possibility of re-designating the position of County Auditor from elected to appointed, (process flow chart is attached).		
<b>Background:</b> The attached Public Hearing Notice was published for at least 2 weeks in both the Tribune and the Roseau Times-Region.		
<b>Public Hearing Process:</b> > Open the hearing; > Written comments? > Oral comments? > Discussion; > Close the hearing > The Board MAY take action after the hearing is closed, (see attached flow chart).  > If considered by the Board, the attached Resolution requires a 4/5ths (80%) vote to pass.		
<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 type="checkbox"/> County Board Items <input checked="" type="checkbox"/> Other <u>Public Hearing</u>		



## **PUBLIC HEARING NOTICE**

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Notice is hereby given that the Roseau County Board of Commissioners will meet on **June 23, 2020, at 9:00 a.m., in Room 110 of the Roseau County Courthouse, Roseau, MN**, to receive public input concerning the establishment of the appointed office of Roseau County Auditor, pursuant to the Laws of Minnesota 2019, Chapter 10, Article 2, Sections 17-22; amended Minnesota Statutes 2018 Section 375.08, Section 375A.10, Section 375A.12; and, adopted Minnesota Statute Section 375A.1205.

The proposed Board Resolution, "Establishing the Appointed Office of County Auditor", has been posted on the County's website --- <http://www.co.roseau.mn.us/> for public review prior to the June 23, 2020, Public Hearing. The proposed Resolution can also be obtained by contacting the Roseau County Coordinator's Office via email: [joleen.kezar@co.roseau.mn.us](mailto:joleen.kezar@co.roseau.mn.us); regular mail or office visit: County Coordinator; 606 5<sup>th</sup> Avenue SW, Room 130; Roseau, MN 56751; or by phone: 218-463-4248.

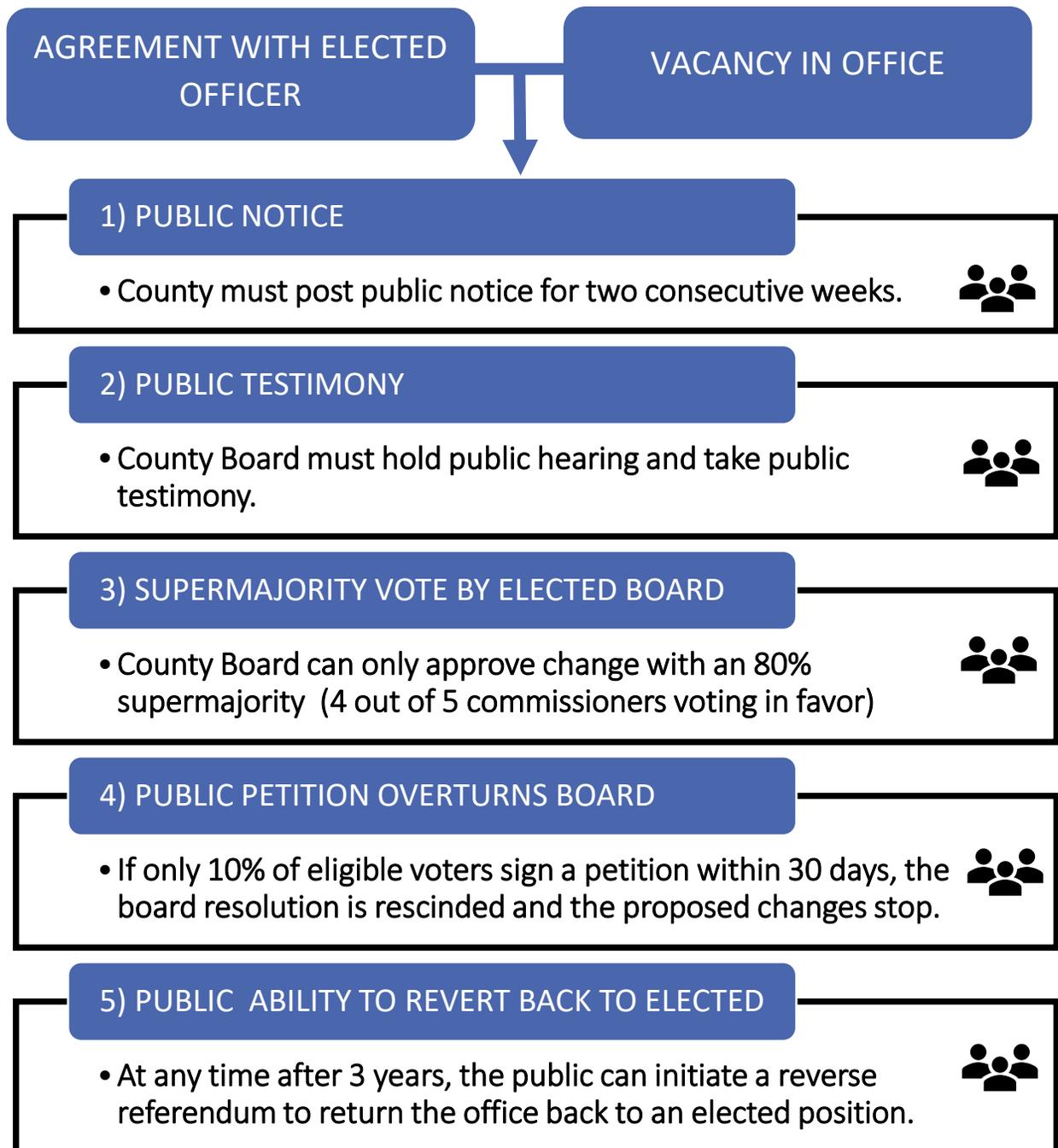
Upon request, all interested persons may attend the public hearing via Webex in order to provide oral comments; or, may submit their written comments to the Coordinator's Office per the contact information listed above.

Dated: May 19, 2020

By: Jeff Pelowski, Roseau County Coordinator

## SF 1731 / HF 968

SF 1731 is permissive language proposing to allow elected county boards to start a public process to appoint the offices of recorder, treasurer, and auditor *if, and only if*, there is an agreement with the current officeholder OR there is a vacancy in office.





**Board of Commissioners**

606 5<sup>th</sup> Ave. SW, Room #131  
Roseau, MN 56751  
Phone: 218-463-4248  
Fax: 218-463-3252

A motion was made by Commissioner XXXXX, seconded by Commissioner XXXXX, and carried unanimously, to adopt the following Resolution:

2020-06-01

**RESOLUTION ESTABLISHING THE APPOINTED OFFICE OF COUNTY AUDITOR**

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

WHEREAS the elected Roseau County Auditor has agreed to enter into an "Appointed Employment Agreement" (Agreement) which authorizes the Roseau County Board of Commissioners (Board) to establish the position of appointed County Auditor; and

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

WHEREAS the June 23, 2020, meeting of the Board did provide an opportunity for public comment.

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 Auditor appointive, effective the later of July 23, 2020, or the date the Employment Agreement is finalized.

STATE OF MINNESOTA     )  
  ) ss  
COUNTY OF ROSEAU     )

I, Jeff Pelowski, County Coordinator in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on June 23, 2020.

\_\_\_\_\_  
Jeff Pelowski  
Roseau County Coordinator



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Department Reports 1a <small>(for office use only)</small>		
<b>Requested Board Date:</b>	June 23, 2020	<b>Originating Department:</b> Auditor/Recorder
<b>Subject Title (as it will appear on the Agenda):</b> Deputy Recorder Job Description / MRA Rating	<b>Presenter:</b> Martie Monsrud / Jeff Pelowski	
	<b>Estimated Amount of Time Needed for Discussion:</b> <input type="checkbox"/> < 5 minutes <input checked="" 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: 1) The revised position job description; and, 2) The MRA position rating – 220 points, which is a Center Grade 5, Extended Range Grade 4 rating.		
<b>Background:</b> This results in no change to the existing position.		
<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 checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Department Reports 1b <small>(for office use only)</small>		
<b>Requested Board Date:</b>	June 23, 2020	<b>Originating Department:</b> Auditor/Recorder
<b>Subject Title (as it will appear on the Agenda):</b> Chief Deputy Recorder Job Description / MRA Rating	<b>Presenter:</b> Martie Monsrud / Jeff Pelowski	
	<b>Estimated Amount of Time Needed for Discussion:</b> <input type="checkbox"/> < 5 minutes <input checked="" 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: 1) The revised position job description; 2) The MRA new position rating – 269 points, which is a Center Grade 6, Extended Range Grade 7; and 3) promoting Renae Hamilton to the position at a Grade 6, Step E, effective May 26, 2020.		
<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 checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Department Reports 1c <small>(for office use only)</small>		
<b>Requested Board Date:</b>	June 23, 2020	<b>Originating Department:</b> Auditor
<b>Subject Title (as it will appear on the Agenda):</b> 2020 County Board of Appeal and Equalization Meeting Minutes	<b>Presenter:</b> Martie Monsrud	
	<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 meeting minutes.		
<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 checked="" 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  
APPEAL AND EQUALIZATION**

**June 16, 2020**

The Roseau County Board of Appeal and Equalization of Roseau County [Board], met in the County Board room at the courthouse in the City of Roseau, Minnesota, on Tuesday, June 16, 2020, at 6:00 p.m. Chair Roger Falk called the meeting to order at 6:00 p.m. Present at the meeting were Commissioners Jack Swanson, Russell Walker, John Horner and Daryl Wicklund. Also, present were County Assessor Elizabeth Lund, Auditor Martha Monsrud. Members of the public.

Board members signed the official oath of the Roseau County Board of Appeal and Equalization and the County Board of Appeal and Equalization Certification Form for 2020.

A motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried by unanimous vote for the approval of the Roseau County Board of Appeal and Equalization Agenda.

**Roseau County Assessor:** Assessor Lund presented a PowerPoint giving an overview of the mass appraisal process and the criteria set forth by the Minnesota Department of Revenue that must followed. She gave an overview of the *method* in which property is valued in the mass appraisal approach, discussed the annual sales study process and explained the changes that took place in the assessment for this year. She also touched briefly on the relationship between assessed values and taxes.

**Taxpayer Appearances:**

**14.0048800 – Lyle Starren:** Appealed the value increase on his 6 acre tract. He felt the increase from \$7,000 to \$9,400.00 was too much because there is currently not a market for people to buy potential development sites and it is not big enough to sell to a farmer. It was discussed that the increase on this parcel was due to a change in the potential site acre rate used throughout the county.

After discussion a motion was made by Commissioner Swanson, seconded by Commissioner Walker to make no changes to the current valuation of Mr. Starren's parcel, and carried unanimously.

**Correspondence:** None.

Commissioner Falk adjourned the 2020 County Board of Appeal and Equalization meeting at 7:20 pm.

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Jack Swanson  
Commissioner, District 2

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Roger Falk  
Commissioner, District 3

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Russell Walker  
Commissioner, District 4

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Daryl Wicklund  
Commissioner, District 5

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Martha Monsrud  
County Auditor/Recorder

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John Horner  
Commissioner, District 1



# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board Item 1 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	June 23, 2020	<b>Originating Department:</b> Commissioners
<b>Subject Title (as it will appear on the Agenda):</b> COVID-19 Pandemic - Update		<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> Discussion of the County's ongoing response to the COVID-19 pandemic.		
<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 Item 2 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	June 23, 2020	<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 COMMITTEES REPORT

JUNE 9, 2020 - JADIS TOWN BOARD

JUNE 10, 2020 - NORTHWEST MINNESOTA EMERGENCY COMMUNICATIONS BOARD

JUNE 10, 2020 - COMMUNITY MEETING

JUNE 10, 2020 - ASSOCIATION OF MINNESOTA COUNTIES (AMC) BLUE RIBBON GOVERNANCE PANEL; Human Resources Managers

JUNE 10, 2020 - AMC PUBLIC SAFETY POLICY COMMITTEE; MN House DFL law enforcement reform proposals

JUNE 11, 2020 - AMC DISTRICT 3 MEETING

JUNE 12, 2020 - AMC BLUE RIBBON GOVERNANCE PANEL; Commissioner input on things to continue post-COVID

JUNE 15, 2020 - EMERGENCY MANAGEMENT PANDEMIC COMMUNICATIONS PLAN

JUNE 15, 2020 - EMERGENCY MANAGEMENT COVID RESPONSE

JUNE 15, 2020 - ROSEAU CITY COUNCIL

JUNE 15, 2020 - ROSEAU SCHOOL BOARD

JUNE 16, 2020 - SOCIAL SERVICES BOARD

JUNE 16, 2020 - ROSEAU COUNTY BOARD OF APPEAL AND EQUALIZATION

JUNE 17, 2020 - COMMUNITY MEETING

JUNE 17, 2020 - AMC BLUE RIBBON GOVERNANCE PANEL

JUNE 19, 2020 - AMC BOARD OF DIRECTORS

JUNE 19, 2020 - AMC BLUE RIBBON GOVERNANCE PANEL