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## REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **September 22, 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\***

1. Colleen Hoffman, HPK – 2019 County Audit
2. Britt Dahl, Roseau County Historical Society – 2021 Appropriation
3. Scott Johnson, Roseau County SWCD – 2021 Appropriation

**9:20 Consent Agenda**

1. September 8, 2020 Regular Board Meeting Proceedings
2. Unclaimed Property Report

**9:25 Committee Reports**

**9:30 Department Reports**

1. Environmental Services
  - a. 2021 Solid Waste Market Price Determination
  - b. Land Acquisition Discussion
2. Highway
  - a. Engineering Contract Extension
  - b. Final Payment – Conn Trucking
  - c. Final Payment – Halverson Sand & Gravel
  - d. Final Payment – Halverson Sand & Gravel
  - e. Final Payment – Halverson Sand & Gravel
  - f. Final Payment – R & Q Trucking
  - g. Final Payment – Simmons Contracting

**9:45 County Board Items**

1. County Assessor Reappointment
2. COVID-19 Pandemic – Update
3. ARMER Radio Acquisition
4. 2021 Preliminary Budget/Levy
5. Commissioner Committee Reports

**10:30 Unfinished Business**

**10:30 Adjourn**

**NOTE:** Pursuant to MN Statute 13D.021; and, in order to accommodate the COVID-19 social distancing requirement, in-person attendance at this meeting for the general public and County Staff will be allowed by appointment only. Contact the County Coordinator's Office, (218-463-4248), or by email ([joleen.kezar@co.roseau.mn.us](mailto:joleen.kezar@co.roseau.mn.us)), to schedule an in-person appointment with the Board.

\* - Limited to 5 minutes

County Coordinator's Office e-mail address: [joleen.kezar@co.roseau.mn.us](mailto:joleen.kezar@co.roseau.mn.us), Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

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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



# Roseau County Request for Board Action

|  |                    |  |
|--|--------------------|--|
| <b>Agenda Item #:</b> Board Appointment 1<br><small>(for office use only)</small>  |                    |  |
| <b>Requested Board Date:</b>   | September 22, 2020 | <b>Originating Department:</b> Hoffman, Philippe, Knutson  |
| <b>Subject Title (as it will appear on the Agenda):</b><br>2019 Roseau County Audit Report   |                    | <b>Presenter:</b> Colleen Hoffman  |
|  |                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>Ms. Hoffman will present the results of the 2019 County Audit.   |                    |  |
| <b>Background:</b>   |                    |  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None  |                    |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                    |  |



# Roseau County Request for Board Action

|  |  |                                     |
|--|--|-------------------------------------|
| <b>Agenda Item #:</b> Board Appointment 2<br><small>(for office use only)</small>  |  |                                     |
| <b>Requested Board Date:</b>   | September 22, 2020   | <b>Originating Department:</b> RCHS |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Roseau County Historical Society (RCHS) – 2021<br>Appropriation   | <b>Presenter:</b> Britt Dahl   |                                     |
|  | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |                                     |
| <b>Board Action Requested:</b><br>Requesting Board consideration of the RCHS 2021 appropriation request, as presented.   |  |                                     |
| <b>Background:</b>   |  |                                     |
| <b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None  |  |                                     |
| <b>Agenda Classification for County Board Meeting:</b><br><input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |  |                                     |



Roseau County Historical Society & Museum  
121 Center Street East, Suite 101  
Roseau, MN 56751

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September 8, 2020

Jeff Pelowski, County Coordinator  
Roseau County Courthouse  
606 5th Ave SW, Room 131  
Roseau, Minnesota 56751

Dear Mr. Pelowski,

The Roseau County Historical Society has an appointment on Tuesday, September 22, to discuss its 2020 allocation.

We want to thank you for the continued support of the historical society and museum. The funding is very appreciated allowing the RCHS board to pay wages, help with programming costs, and buy needed supplies.

Each year the museum attendance continues to grow. This year, of course, we had a different look towards everything dealing with COVID-19. The plan was to increase programming for adults and children. We will look at that in the future when things start to subside.

Even with COVID orders in place and staff not working on-site at the museum, it did not sit idle. RCHS was awarded a large grant from the Minnesota Historical Society Legacy Funds. It allowed was completed this spring by Bergstrom's Inc. of Wannaska. With the lighting finished up, we are redesigning the layout of the museum and the exhibits.

We are working on opening in mid-October if everything goes well with the exhibits and any new COVID orders. When we reopen, the traveling Smithsonian exhibit, The Way We Worked, will be on display. This exhibit will be the 4th exhibit from the Smithsonian that the Roseau County Museum has hosted. It is a great honor to qualify to host such an exhibit.

The museum strives to preserve Roseau County's history, providing quality displays and programming to the county. With your support, we can continue to collect, preserve, and share the county history.

Within this mailing, you will find the current list of Roseau County Historical Society Board of Directors, the 2019 Society's Annual Report, and the 2021 proposed budget for you to review before the meeting.

Thank you for your continued partnership in preserving the history and heritage of Roseau County, and I look forward to meeting with you.

Sincerely,

Britt Dahl, Executive Director

Phone - 218-463-1918 Fax 218-463-1252  
Website - [www.roseaucohistoricalsociety.org](http://www.roseaucohistoricalsociety.org)  
E-mail - [rchsroseau@mncable.net](mailto:rchsroseau@mncable.net)

Dedicated to collecting, preserving, and disseminating Roseau County history.

**Roseau County Historical Society Board of  
Directors ~ 2020**

**Glenn Holm, President**

32907 400th Ave  
Roseau MN 56751  
218-689-0994 • 218-463-2223  
gholm65@hotmail.com  
All committees

**Harriet Heinen, Vice President**

33091 620<sup>th</sup> Ave.  
Warroad, MN 56763  
218-386-1194 • 218-242-0960  
pink.mink@live.com  
Membership Committee  
Personnel Committee  
Program & Advertising Committee

**Sheila Winstead, Treasurer**

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Roseau MN 56751  
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sewinstead1@gmail.com  
Collection Committee  
Personnel Committee  
Pinecreek Log Church Committee  
Program & Advertising Committee

**Lola Grafstrom, Secretary**

33705 480th Ave.  
Salol MN 56756  
218-463-1482 • 218-242-4117  
sgrafstrom@centurytel.net  
Collection Committee  
Exhibit Committee  
Nominating Committee  
Personnel Committee

**Bruce Olson**

29248 Co. Rd. 4  
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Finance and Fundraising Committee  
Personnel Committee  
Pinecreek Log Church Committee

**Bob Granitz**

41631 Malung St  
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218-424-7505 • 218-242-0621 (Karen's cell)  
rgranitz@wiktel.com  
Marketing & Advertising Committee  
Membership Committee  
Program & Advertising Committee

**Karen Hagen**

37375 250<sup>th</sup> St  
Roseau, MN 56751  
218-463-3036 • Work: 463-1365  
[karenhagen@hotmail.com](mailto:karenhagen@hotmail.com)  
Collection Committee

**Katie Hedlund**

24964 County Road 21Roseau, MN 56751  
218-242-9972  
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Exhibit Committee  
Finance and Fundraising Committee

**Harry Hamilton**

1001 4th St NE  
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218-463-0397  
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Personnel Committee

**Don Miller**

45539 County Rd 2  
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218-280-8253  
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Exhibit Committee

**Catherine Magnusson**

36576 270<sup>th</sup> St.  
Roseau, MN 56751  
218-689-1377  
[CaT4220@hotmail.com](mailto:CaT4220@hotmail.com)

# 12 Open position

## **ROSEAU COUNTY HISTORICAL SOCIETY 2019 ANNUAL REPORT**

Individuals who recognized the need to maintain a history of the county organized the Roseau County Historical Society in 1927. The Minnesota Historical Society designated the Roseau County Historical Society as the official county organization. The historical society is a 501 (C) 3 non-profit organization.

The mission of the Roseau County Historical Society is to collect, preserve, and disseminate knowledge about the history of Roseau County and to relate it to the State of Minnesota as it pertains to Article II, sections 1, 2, and 3 in the historical society's by-laws. This includes preserving written materials, electronic data/media, photographs, and three-dimensional items. The Roseau County Historical Society is the sole owner of its collection.

The Roseau County Historical Society (hereafter referred to as RCHS, historical society or society) operates the Roseau County Historical Museum and Interpretive Center, which houses the county archive and artifact collections and serves as the hub for the society's activities.

### **Visitors**

In 2019, 7,084 individuals attended historical society/museum on-site exhibits and programs. Visitors were from sixteen states, 3 Canadian Provinces, Africa, Australia, Austria, England, Estonia, Germany, India, Ireland, Macedonia, New Zealand, Norway, Puerto Rico, Switzerland, and Wales.

A countless number of people were able to view RCHS off-site exhibits and programs at the Roseau County Fair and local school classrooms.

### **2019 Programs/Events and Exhibits**

The museum hosted a Minnesota Historical Society traveling exhibit, *Coming of Age: 1968*, March. Also a traveling exhibit from the Minnesota League of Women Voter's traveling exhibit, October.

The Minnesota Historic Northwest also created a traveling exhibit about the Fur Trade in our area and it will be featured in Roseau County Museum as well as in 14 other museums in the northwest corner of the state for some coming time. The 15 organizations each have one piece of the exhibit and they will rotate throughout the locations.

The museum offered free summer youth activities and events. In 2019, the museum offered several new crafts to make including, rain sticks, slime, clay creatures, and more. Approximately 676 children enjoyed these scheduled activities with many more coming for scavenger hunts. This is an increase of 206 from last years. The Summer Explorers programs are funded by the Roseau Area Community Fund grant fund, \$500. The museum also partnered with the Roseau Public Library to host a free movie for youth on Thursdays during the summer. We were also open special hours throughout the year when special youth programming was held in the city center.

The museum created an exhibit in the Arts & Cultural Building on the Roseau County Fairground. We continued with the Roseau County Veterans. There was a wall of honor created that listed more than 7,500 Roseau County veterans and current military personnel with many more names added during the fair. There was also a display of Veteran's pictures. The other portion of the building at the fairgrounds had a focus on 1968 era in Roseau County.

The Roseau County Historical Society & Museum continued the Annual Christmas Tree Walk inviting county organizations, groups, and businesses to decorate a tree for the tree walk. This year we had 10 trees decorated throughout the museum by groups and museum staff.

A contest was held where visitors could place money in boxes at each tree to vote for their favorite tree(s). The three trees with the most money in their boxes won the tree walk. After prizes were paid to the top three vote-getters, the remaining proceeds from the boxes went to benefit the Roseau County Historical Society's mission of collecting, preserving, and sharing Roseau County history.

Along with the regular programming the museum also hosted "The Lost Forty" music group in June, Jane Peck, women's suffrage speaker in October, and Ross Sutter and friends "A Scandinavian Christmas" in November.

The Peck and Sutter programming was funded in part through a grant from the Northwest Regional Arts Council, \$9,900.

### **School Educational Programs and Tours**

RCCHS provided educational programs for K12 students for all schools in the county and northwest Minnesota, including offsite presentations and onsite tours and programs. Education Coordinator Lola Grafstrom uses the museum SMART board and collection items during these teaching programs.

The 37th NW Minnesota Sixth Grade History Contest was held in May with students from Badger, Grygla, Lancaster, Lake of the Woods, Marshall County Central, Roseau, and Warroad participating in the contest. Three competitors from each school were chosen by their teachers to participate in the MN history test. The six students scoring the highest on the test win trophies/medals and cash awards. The Roseau County Historical Society produces and sponsors the test. Cash awards are donated by Security State Bank, Citizens State Bank, and Border State Bank.

### **Collection Care/Acquisitions/Technology**

Fifty-four individuals, families, organizations, and businesses donated over 2,231 three-dimensional objects, photographs, and archival items to the museum.

A grant from Roseau Electric Cooperative Operation Round-up allowed the museum to purchase a computer server with secure back-up to keep our information secure and backed up.

Two grants were received from the Minnesota Historical Society through the Arts and Cultural Heritage Legacy Grant program. One grant was for \$9,990 to hire a temporary staff person to complete an inventory of all museum objects, photographs, and archival material. The next grant was for \$146,099 for lighting restructure. The project will replace all lighting throughout the museum and storage areas with LED fixtures with new and retrofitting lighting.

### **Board of Directors, Staff, and Volunteers**

#### **Board of Directors**

Twelve trustees govern the historical society. The 2019 board of directors were Glenn Holm (Roseau) – President, Harriet Heinen (Warroad)- Vice President, Lola Grafstrom (Salol)- Secretary, Sheila Winstead (Roseau) - Treasurer, Karen Hagen (Wannaska), Bruce Olson (Badger), Jolene Juhl (Greenbush), Bob Granitz (Malung), Katie Hedlund (Roseau), Aaron Magnusson (Roseau), Harry Hamilton (Roseau), and Don Miller (Malung).

Long-term board member Irene Olson (Roseau) retired from the board after 25 years. Colleen Lorenson (Greenbush) also decided to not renew for another term. The Roseau County Historical Society thanks them for years of service on the board.

They serve a period of three years and may serve as many terms as they desire.

#### **Administration and Training**

RCCHS staff includes one full-time employee, Britt Dahl, Executive Director; and two part-time employees, Linda Wojahn, Museum Assistant; and Marie Kompelien, Research Specialist. Museum staff responsibilities include administration of all areas of museum management. They also organize and provide community and educational programs.

In addition to the museum staff, one federally paid *Experience Works* trainee worked cataloging incoming artifacts and working with some inventory of the collection. This worker met the *Experience Works* time line and was hired for the temporary worker to finish the inventory. *Inter-County Community Council* also provided a federally paid participant that worked with data entry.

RCCHS is a member of the Minnesota's Historical Northwest Consortium, an organization for historical societies and museums in Northwest Minnesota. The consortium provides collaboration and educational training for

the members. This training provided RCHS staff and consortium members with various types of information related to the care of museum collections.

### **Volunteers**

Approximately 30 volunteers provided assistance with collection care, exhibits, programs, and research during 2019. The historical society has two volunteers that come faithfully to help with memberships, mailings, and filing.

Although the Sentence to Service program is not considered volunteer hours, their community service to the museum is invaluable.

### **Financial Information and Grants**

General operating funds for the historical society come from county allocations, memberships, donations, gift shop sales, research requests, the RCHS Endowment Fund, a yearly fund drive, and grants.

The 2018-19 fund drive helped with the cost of exhibit design and fabrication as well as assisting with general operation.

The historical society was awarded several grants in 2019 to help us acquire items that we would not otherwise be able to afford.

The Minnesota Historical and Cultural Grants Program has been made possible by the Arts and Cultural Heritage Fund through the vote of Minnesotans. Through this grant program we were able to hire a temporary staff person to work with inventory control. We also received grant funding for lighting restructure for the museum.

The historical society received funding through Roseau Electric Cooperative's Operation Round Up to upgrade our computer server system.

The Roseau Area Community Fund awarded the museum grant money for youth programming at the museum. Grants through the Northwest MN Arts Council allowed us to have three programs for the year, one program will be held in 2020.

Additional information is available in the 2019 financial report.

The Roseau County Historical Society Board of Directors apologizes for any oversights or errors in the annual or financial report.

Glenn Holm, President, and Britt Dahl, Executive Director

## ROSEAU COUNTY HISTORICAL SOCIETY ♦ PROPOSED BUDGET 2021

|   | 2018 Year<br>End Revenue | 2019<br>Proposed<br>Revenue | 2019 Year<br>End<br>Expenses | 2020<br>Proposed<br>Revenue | 2020<br>Estimated<br>Revenue | 2021<br>Proposed<br>Revenue |    |
|---|--------------------------|-----------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|----|
| 1 Admissions                                  | \$ 423                   | \$ 500                      | \$ 314                       | \$ 400                      | \$ 100                       | \$ 400                      | 1  |
| 2 Copies/Research Center income               | \$ 1,774                 | \$ 350                      | \$ 702                       | \$ 500                      | \$ 140                       | \$ 500                      | 2  |
| 3 County Appropriation                        | \$ 57,000                | \$ 68,940                   | \$ 68,940                    | \$ 70,600                   | \$ 70,600                    | \$ 72,365                   | 3  |
| 4 Donations                                   | \$ 2,214                 | \$ 1,000                    | \$ 1,009                     | \$ 4,500                    | \$ 686                       | \$ 2,000                    | 4  |
| 5 Fund-drive - designated funds               | \$ 8,437                 | \$ 10,000                   | \$ 10,154                    | \$ 10,000                   | \$ 10,230                    | \$ 10,000                   | 5  |
| 6 Grant Funding - Totals:                     |                          |                             |                              |                             |                              |                             | 6  |
| 7 NWMN Arts Grant                             | \$ 7,400                 | \$ 5,000                    | \$ 9,900                     | \$ 7,500                    | \$ -                         | \$ 5,000                    | 7  |
| 8 Roseau Area Community Fund                  | \$ 500                   | \$ 750                      | \$ 1,000                     | \$ 800                      | \$ 500                       | \$ 1,000                    | 8  |
| 9 Legacy - Arts & Culture Grant               | \$ 8,524                 | \$ 45,000                   | \$ 9,990                     | \$ 9,990                    | \$ 156,099                   | \$ 15,000                   | 9  |
| 10 REA - Operation Round-up                   | \$ 4,063                 | \$ 2,000                    | \$ 1,000                     | \$ 2,000                    | \$ 1,795                     | \$ 2,000                    | 10 |
| 11 Hartz Grant                                | \$ -                     | \$ -                        |                              | \$ -                        | \$ -                         | \$ 2,500                    | 11 |
| 12 NW MN Foundation RCHS Endowment Withdrawal | \$ -                     | \$ -                        | \$ 11,650                    | \$ 5,000                    | \$ 1,750                     | \$ 5,000                    | 12 |
| 13 Interest Earned                            | \$ 56                    | \$ 50                       | \$ 86                        | \$ 50                       | \$ 34                        | \$ 50                       | 13 |
| 14 Memberships                                | \$ 6,895                 | \$ 6,900                    | \$ 6,930                     | \$ 7,100                    | \$ 6,990                     | \$ 8,000                    | 14 |
| 15 Programming                                | \$ 1,882                 | \$ 1,400                    | \$ 1,775                     | \$ 1,400                    | \$ -                         | \$ 1,400                    | 15 |
| 16 Publications/Gift Shop                     | \$ 800                   | \$ 100                      | \$ 1,006                     | \$ 500                      | \$ 269                       | \$ 535                      | 16 |
| 17 Scanning- Printing Service                 | \$ 120                   | \$ 100                      |                              | \$ 100                      | \$ -                         | \$ 100                      | 17 |
| 18 Reimbursements                             | \$ 46                    | \$ -                        | \$ 500                       | \$ -                        | \$ 147                       | \$ -                        | 18 |
| 20 Miscellaneous                              | \$ 790                   | \$ -                        | \$ 746                       | \$ 200                      | \$ 190                       | \$ 200                      | 20 |
| <b>Total Revenue</b>                          | <b>\$ 100,924</b>        | <b>\$ 142,090</b>           | <b>\$ 125,702</b>            | <b>\$ 120,640</b>           | <b>\$ 249,530</b>            | <b>\$ 126,050</b>           |    |

## ROSEAU COUNTY HISTORICAL SOCIETY ♦ PROPOSED BUDGET 2021

|    | <b>Expense Categories</b>  | <b>2018<br/>Year End<br/>Expenses</b> | <b>2019<br/>Proposed<br/>Expenses</b> | <b>2019<br/>Year End<br/>Expenses</b> | <b>2020<br/>Proposed<br/>Expenses</b> | <b>2020<br/>Estimated<br/>Expenses</b> | <b>2021<br/>Proposed<br/>Expenses</b> |    |
|----|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|---------------------------------------|----|
| 1  | Accounting   | \$ 1,200                              | \$ 1,200                              | \$ 1,200                              | \$ 1,200                              | \$ 1,200                               | \$ 1,200                              | 1  |
| 2  | Advertising  | \$ 1,220                              | \$ 2,000                              | \$ 1,747                              | \$ 1,500                              | \$ 200                                 | \$ 1,500                              | 2  |
| 3  | Collection Preservation  | \$ 1,118                              | \$ 200                                |                                       | \$ 200                                | \$ -                                   | \$ 200                                | 3  |
| 4  | Communications: Phone & Internet   | \$ 1,099                              | \$ 1,100                              | \$ 1,146                              | \$ 1,400                              | \$ 1,093                               | \$ 1,100                              | 4  |
| 5  | Designated Endowment Funds (NW Minnesota Foundation)                     | \$ -                                  | \$ -                                  | \$ 5,016                              | \$ 10,200                             | \$ 6,027                               | \$ -                                  | 5  |
| 6  | Equipment purchases  | \$ -                                  | \$ 5,000                              | \$ -                                  | \$ -                                  | \$ 2,440                               | \$ -                                  | 6  |
| 7  | Events/Educational Programming   | \$ 11,974                             | \$ 3,500                              | \$ 11,290                             | \$ 2,300                              | \$ 535                                 | \$ 5,000                              | 7  |
| 8  | Exhibition   | \$ 493                                | \$ 2,500                              | \$ 1,589                              | \$ 2,500                              | \$ 1,177                               | \$ 2,000                              | 8  |
|    | Gift Shop/ Publications  |                                       |                                       |                                       |                                       | \$ 400                                 | \$ 400                                |    |
| 9  | Insurances ( Work Comp, Liability & Property)                            | \$ 894                                | \$ 1,000                              | \$ 881                                | \$ 1,000                              | \$ 912                                 | \$ 1,000                              | 9  |
| 10 | Office Supplies  | \$ 3,161                              | \$ 1,800                              | \$ 2,503                              | \$ 1,500                              | \$ 3,028                               | \$ 2,000                              | 10 |
| 11 | Payroll net wages: three employees (1-FT, 2-PT)                          | \$ 49,505                             | \$ 59,780                             | \$ 56,584                             | \$ 56,200                             | \$ 39,476                              | \$ 58,000                             | 11 |
| 12 | Postage  | \$ 870                                | \$ 1,000                              | \$ 1,265                              | \$ 1,500                              | \$ 1,252                               | \$ 1,500                              | 12 |
| 13 | Prof. Development/ Continuing Education/<br>Travel/ Dues & Subscriptions | \$ 735                                | \$ 500                                | \$ 550                                | \$ 500                                | \$ 360                                 | \$ 500                                | 13 |
| 14 | Rent/Maintenance   | \$ 7,200                              | \$ 43,200                             | \$ 7,200                              | \$ 7,200                              | \$ 7,200                               | \$ 7,200                              | 14 |
| 15 | Repairs/Maintenance and Equipment Contracts                              | \$ 2,946                              | \$ 4,000                              | \$ 3,043                              | \$ 3,000                              | \$ 3,705                               | \$ 3,000                              | 15 |
| 16 | Research Center  | \$ -                                  | \$ -                                  | \$ 228                                | \$ 300                                | \$ 780                                 | \$ 300                                | 16 |
| 17 | Special Purchases (2018 portion of carry over from 2017 grant)           | \$ 16,401                             | \$ -                                  |                                       | \$ 9,990                              | \$ 151,018                             | \$ 20,000                             | 17 |
| 18 | Taxes, Payroll, SS, Etc.   | \$ 17,131                             | \$ 15,160                             | \$ 20,019                             | \$ 20,000                             | \$ 16,385                              | \$ 21,000                             | 18 |
| 19 | Website maintenance  | \$ 251                                | \$ 150                                | \$ 976                                | \$ 150                                | \$ 116                                 | \$ 150                                | 19 |
|    | <b>Total Budget Expenses</b>   | <b>\$ 116,198</b>                     | <b>\$ 142,090</b>                     | <b>\$ 115,237</b>                     | <b>\$ 120,640</b>                     | <b>\$ 237,304</b>                      | <b>\$ 126,050</b>                     |    |



# Roseau County Request for Board Action

|  |                    |  |
|--|--------------------|--|
| <b>Agenda Item #:</b> Board Appointment 3<br><small>(for office use only)</small>  |                    |  |
| <b>Requested Board Date:</b>   | September 22, 2020 | <b>Originating Department:</b> Roseau County SWCD  |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Roseau County Soil & Water Conservation District (SWCD) –<br>2021 Appropriation   |                    | <b>Presenter:</b> Scott Johnson  |
|  |                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>Requesting Board consideration of the SWCD's 2021 appropriation request, as presented.   |                    |  |
| <b>Background:</b>   |                    |  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None  |                    |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                    |  |



# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

September 8, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, September 8, 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, Russell Walker, and Daryl Wicklund. Others present were Martie Monsrud, Jeff Pelowski, Joleen Kezar, Kristy Kjos, Daryle Dahl, Sue Grafstrom, Liz Lund, Maria Pahlen, and Jim Trojanowski.

## APPROVAL OF AGENDA

Commissioner Swanson requested the addition of the DWI and Drug Court departmental revision discussion to Board Appointments. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Auditor/Recorder Monsrud stated that she had received an update from Northwest Community Action on the CARES Act funding application status. Consensus was to discuss this item as a part of the COVID-19 CARES Act Program update.

## APPROVE BILLS

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

### Warrants Approved For Payment 8/26/2020 (Warrant #144015-144024)

| <u>Vendor Name</u>            | <u>Amount</u>    |
|-------------------------------|------------------|
| DYNASTY DJ & EVENT DECOR      | 10,000.00        |
| H & J DISPLAYS INC            | 10,000.00        |
| LAKE COUNTY REALTY            | 10,000.00        |
| LEGENDS BOWLING               | 10,000.00        |
| ROSEAU CHIROPRACTIC CENTER    | 10,000.00        |
| UP NORTH TREASURES & GIFTS    | 10,000.00        |
| WADE STEINBRING PHOTOGRAPHY   | 3,535.00         |
| WES HARDER GUIDE SERVICE LLC  | 6,570.52         |
| 2 Payments less than 2,000.00 | 1,944.95         |
| <b>Final Total:</b>           | <b>72,050.47</b> |

### Warrants Approved For Payment 8/27/2020 (Warrant #144025-144045)

| <u>Vendor Name</u>             | <u>Amount</u>     |
|--------------------------------|-------------------|
| AFLAC                          | 2,985.80          |
| MAR-KIT LANDFILL               | 45,515.50         |
| OLSON CONSTRUCTION TRF INC     | 5,206.10          |
| SIMMONS CONTRACTING LLC        | 69,780.00         |
| US POSTAL SERVICE              | 30,000.00         |
| 16 Payments less than 2,000.00 | 6,304.50          |
| <b>Final Total:</b>            | <b>159,791.90</b> |

### Warrants Approved For Payment 9/02/2020 (Warrant #144046-144057)

| <u>Vendor Name</u>   | <u>Amount</u>        |
|--|----------------------|
| CAN AM INN   | 10,000.00            |
| HAUGER FARMS INC   | 2,014.64             |
| JDP TRUCKING INC   | 5,434.08             |
| JON VAGLE-THRIVENT   | 2,644.94             |
| KATE'S KITCHEN MN LLC  | 2,362.00             |
| NW MINNESOTA JUVENILE CENTER                                     | 5,887.88             |
| POUR HOUSE   | 8,425.04             |
| REBECCA COLDEN AGENCY LLC  | 8,286.96             |
| REIKI BY DESIGN INC  | 10,000.00            |
| THE CORNER CLOSET CONSIGNMENT &<br>2 Payments less than 2,000.00 | 2,980.56<br>3,247.78 |
| <b>Final Total:</b>  | <b>61,283.88</b>     |

**Warrants Approved For Payment 9/03/2020 (Warrant #144058-144068)**

| <u>Vendor Name</u>            | <u>Amount</u>    |
|-------------------------------|------------------|
| DW MECHANICAL-DBA             | 2,100.00         |
| KNIFE RIVER MATERIALS         | 60,497.03        |
| NIX/TIMOTHY F                 | 2,579.60         |
| 8 Payments less than 2,000.00 | 2,917.92         |
| <b>Final Total:</b>           | <b>68,094.55</b> |

**Warrants Approved On 9/08/2020 For Payment 9/11/2020 (Warrant #144069-144136)**

| <u>Vendor Name</u>              | <u>Amount</u>     |
|---------------------------------|-------------------|
| BERGSTROM ELECTRIC INC          | 6,050.00          |
| BLOOMING VALLEY SERVICES        | 10,197.50         |
| COULOMBE CONSULTING             | 4,480.00          |
| GOVERNMENT MANAGEMENT GROUP INC | 3,750.00          |
| HOUSTON ENGINEERING             | 18,985.10         |
| INFORMATION SYSTEMS CORP        | 8,940.00          |
| M & R SIGN CO INC               | 2,075.90          |
| MARCO INC                       | 9,785.89          |
| MJ ARCHITECTURAL STUDIOS INC    | 34,565.62         |
| MULTI OFFICE PRODUCTS INC       | 2,629.98          |
| RAY OHERRON CO INC              | 2,997.68          |
| SJOBORG'S INC                   | 2,668.25          |
| TAFT STETTINIUS & HOLLISTER LLP | 2,610.00          |
| TRUE NORTH STEEL                | 3,822.00          |
| UNIVERSITY OF NORTH DAKOTA      | 3,092.65          |
| VANGUARD APPRAISALS, INC        | 13,687.50         |
| 52 Payments less than 2,000.00  | 26,947.74         |
| <b>Final Total:</b>             | <b>157,285.81</b> |

**DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS**

DWI/Drug Court Departments

Maria Pahlen met with the Board to request combining the DWI and Drug Court departments into a single Department called "Treatment Court". In previous years, they have been separate County departments with their own budgets. Due to grant funding changes effective September 4, 2020, she is requesting that the two departments be merged into one department. Coordinator Pelowski suggested making the change effective January 1, 2021. The Board will discuss the change when they finalize the 2021 Preliminary Budget and Levy.

Jim Trojanowski, Director of the Northwest Regional Library (NWRL), met with the Board to provide an Operations Report and to discuss their 2021 County appropriation request. The NWRL is requesting a 2% increase in funding from all the Counties and Cities in the region. The Board will be approving their final budget in December 2020, and will consider the request as they go through the budget review/adoption process.

## **CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Horner, seconded by Commissioner Swanson, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the August 25, 2020, Regular Board Proceedings.

## **DEPARTMENT REPORTS**

### **Highway**

#### **Geotechnical Evaluation Quotes**

Assistant Engineer Dahl met with the Board to present two quotes received, (Braun Intertech and Terracon), to perform a geotechnical evaluation on three lots located in the City of Roseau Industrial Park. The project architect (WSN) reviewed the quotes and is recommending the Board hire Terracon to perform these services. It was noted that it will take approximately four to six weeks to receive the evaluation results. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously to accept the quote from Terracon, in the amount of \$7,900.00, to conduct the evaluation.

#### **Final Payment – Simmons Contracting**

Assistant Engineer Dahl requested Board approval of final payment to Simmons Contracting, in the amount of \$19,442.00, for work completed on the County Ditch 21 Repair Project. A motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously to approve the final payment to Simmons Contracting.

#### **Final Payment – R & Q Trucking**

Assistant Engineer Dahl requested Board approval of final payment to R & Q Trucking, in the amount of \$18,840.00, for work completed on the State Ditch 91 Repair Project. A motion to approve the final payment to R & Q Trucking was made by Commissioner Wicklund, seconded by Commissioner Horner, and carried unanimously.

#### **Final Payment – R & Q Trucking**

Assistant Engineer Dahl requested Board approval of final payment to R & Q Trucking, in the amount of \$26,460.00, for aggregate surfacing work completed in the Roseau area. A motion to approve the final payment to R & Q Trucking was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously.

## **COUNTY BOARD ITEMS**

### **Two Rivers Watershed Board Appointment**

The Board reviewed the application of Bruce Anderson to fill the one open position on the Two Rivers Watershed Board (TRWB). A motion was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously to approve the re-appointment of Bruce

Anderson to a three-year term on the TRWB, commencing on October 29, 2020, and concluding on October 28, 2023.

#### Roseau River Watershed Board Appointment

The Board reviewed the applications of LeRoy Carriere, Carter Diesen, LaVerne Voll, and Brent Walsh to fill the two open positions on the Roseau River Watershed Board (RRWB). The Board conducted a ballot vote. As a result of the vote, Commissioner Swanson made a motion, seconded by Commissioner Wicklund, and carried unanimously to re-appoint Carter Diesen, and appoint LaVerne Voll, to three-year terms on the RRWB, commencing October 19, 2020, and concluding on October 18, 2023.

#### COVID-19 Pandemic - Update

Emergency Manager Grafstrom provided a brief County update, stating that the number of positive COVID-19 cases in the County currently stands at 93. The 14-day positive case rate may result in the area high schools moving to a hybrid learning structure for secondary students.

In addition, Coordinator Pelowski provided an update on the CARES Act Funding Program, as follows: an updated guidance document has been provided by the US Treasury Department and the MN Office of Management & Budget, and it appears that the County has been interpreting the guidelines correctly; a total of 60 small business applications have been submitted to NW Community Action to-date; and, the CARES Act Committee will meet on Thursday, September 17, 2020, at 10:00 am.

#### 2021 Preliminary Budget/Levy Discussion

The Board reviewed and discussed the most recent draft of the 2021 preliminary budget/levy. Consensus was to continue the discussion at the September 22, 2020 Board Meeting, as the 2021 preliminary budget/levy must be approved by the Board and submitted to the State of MN prior to September 30, 2020.

#### Demolition Landfill - Land Acquisition

There was continued discussion concerning the possible purchase of land adjacent to the County demolition landfill. The Board will continue this discussion the September 22, 2020 Regular Board Meeting.

#### Commissioner Committee Reports (August 25 – September 8, 2020)

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

Commissioner Horner reported on the following committee(s): Operations Committee Meeting; County Board Work Session; MnDOT Warroad Highway 11 Upgrade Project Meeting.

Commissioner Swanson reported on the following committee(s): Roseau County CARES Act Committee Meeting(s); Roseau Economic Development Authority Meeting; Association of MN Counties (AMC) Blue Ribbon Task Force Meeting; Roseau County Insurance Committee Meeting; Roseau School Board Meeting; Roseau County Museum Board Meeting; Operations Committee Meeting; County Board Work Session; AMC Coffee and Conversation Meeting; Community Justice Coordinating Committee Meeting.

Commissioner Walker reported on the following committee(s): Roseau County Insurance Committee Meeting; Operations Committee Meeting; County Board Work Session.

Commissioner Wicklund reported on the following committee(s): Operations Committee Meeting; County Board Work Session; Roseau County CARES Act Committee Meeting; Northern Counties Land Use Coordinating Board Meeting.

Upon motion carried, the Board adjourned the Regular meeting at 10:55 a.m. The next Regular meeting of the Board is scheduled for Tuesday, September 22, 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



# Roseau County Request for Board Action

|  |                    |  |
|--|--------------------|--|
| <b>Agenda Item #:</b> Consent 2<br><small>(for office use only)</small>  |                    |  |
| <b>Requested Board Date:</b>   | September 22, 2020 | <b>Originating Department:</b> Treasurer   |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Unclaimed Property Report   |                    | <b>Presenter:</b> Diane Gregerson  |
|  |                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>Requesting Board approval of the attached Report and Resolution.   |                    |  |
| <b>Background:</b>   |                    |  |
| <b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None  |                    |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input checked="" type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                    |  |

# Roseau County Treasurer

Date: September 22, 2020

To: Roseau County Board of Commissioners, Roger Falk, Chairman

From: Diane M. Gregerson, Roseau County Treasurer

RE: Roseau County Unclaimed Property

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Due to the Minnesota Uniform Disposition of Unclaimed Property Act (Minnesota Status 345.31 - 345.60), the following Roseau County warrants will be remitted to the State of Minnesota - Department of Commerce - Unclaimed Property Section:

| <u>No.</u> | <u>Date</u>        | <u>Amount</u> | <u>Payee</u>                  |
|------------|--------------------|---------------|-------------------------------|
| 8210       | September 21, 2016 | \$ 13.00      | Rhett Hulst                   |
| 8211       | September 22, 2016 | \$ 6.25       | Gerry Ode                     |
| 8259       | December 22, 2016  | \$ 13.00      | Megan Acevedo                 |
| 13842      | July 7, 2016       | \$ 5.00       | Joseph Allen Kraatz           |
| 13851      | July 14, 2016      | \$ 32.65      | Kevin Leigh Martin            |
| 13852      | July 14, 2016      | \$ 6.10       | James Robert Beckman          |
| 13900      | August 17, 2016    | \$ 1.00       | Robert Paul Beaulieu          |
| 13918      | September 4, 2016  | \$ 6.10       | Andrew Gregory Kohl           |
| 13985      | October 18, 2016   | \$ 8.21       | Andrew Bruce Grengs           |
| 13986      | October 18, 2016   | \$ 5.50       | Jaris James Lane              |
| 13994      | October 24, 2016   | \$ 5.85       | Joshua Paul Murphy            |
| 14016      | November 8, 2016   | \$ 5.25       | Matthew Thomas Kuzel-Melgaard |
| 14059      | December 12, 2016  | \$ 12.00      | Bryce Mitchell DeMolee        |
| 14060      | December 13, 2016  | \$ 5.35       | Samantha Rose Clark           |
| 14067      | December 19, 2016  | \$ 5.40       | Kyle Travis Edgar             |
| 14068      | December 19, 2016  | \$ 5.86       | Sarah Danielle Mather         |
| 14080      | December 27, 2016  | \$ 5.23       | Scott Allyn Jacobson          |

09/16/20

Roseau County

|        |                   |            |                           |
|--------|-------------------|------------|---------------------------|
| 14091  | January 4, 2017   | \$ .75     | Cordell French            |
| 14119  | January 27, 2017  | \$ 7.00    | Brooklyn Paige Stavig     |
| 14120  | January 27, 20217 | \$ 5.00    | Brooklyn Paige Stavig     |
| 14173  | March 6, 2017     | \$ 24.35   | Tyler Lee Parisian        |
| 14175  | March 6, 2017     | \$ 7.00    | James Classen             |
| 14223  | April 6, 2017     | \$ 5.17    | Michael Stephen Zawchenuk |
| 14255  | April 28, 2017    | \$ 33.00   | James Christopher Mostad  |
| 14263  | May 4, 2017       | \$ 5.05    | James Christopher Mostad  |
| 14282  | May 22, 2017      | \$ 5.20    | Richard E Phillips        |
| 14286  | May 22, 2017      | \$ 8.00    | Andrew Grant Lykken       |
| 14320  | June 27, 2017     | \$ 5.10    | David Michael Rosebear    |
| 132550 | September 9, 2016 | \$700.00   | Herberger's Dept Store    |
| 133974 | March 17, 2017    | \$ 38.00   | Border Land Auto Electric |
| 134055 | March 16, 2017    | \$178.00   | Home Point Financial      |
| 134855 | June 29, 2017     | \$ 12.00   | James Smits               |
|        | TOTAL             | \$1,175.37 |                           |





2021 MARKET PRICE DETERMINATION  
ROSEAU COUNTY

| <u>FACILITY</u> | <u>TIP FEE</u> | (1)<br><u>MILEAGE</u> | <u>RATE/MILE</u> | <u>HAULING</u> | <u>MARKET PRICE</u> |
|-----------------|----------------|-----------------------|------------------|----------------|---------------------|
| FARGO           | \$ 46.00       | 185                   | \$ 0.12 (2)      | \$ 22.20       | \$ 68.20            |
| G FORKS         | \$ 52.39       | 115                   | \$ 0.12          | \$ 13.80       | \$ 66.19            |
| GWINNER         | \$ 52.00       | 260                   | \$ 0.12          | \$ 31.20       | \$ 83.20            |
| MAR-KIT         | \$ 50.00       | 55                    | \$ 0.12          | \$ 6.60        | \$ 56.60            |

(1) The distance from the County Seat (Roseau) to the facility --- one-way only, as the rate/mile quote assumes round-trip cost.

(2) Licensed Hauler 2020 quoted price, (\$0.115 – rounded to \$0.12). Roseau County’s actual cost for “handling” & “hauling” MSW from the Transfer Station (Salol) to Mar-Kit is approximately \$0.078/mile/ton, (@ 140 miles round-trip = \$0.156 per mile/ton) ---- therefore, the \$0.12 mile/ton hauling quote seems reasonable, if not conservative.





# Roseau County Request for Board Action

|  |                    |  |
|--|--------------------|--|
| <b>Agenda Item #:</b> Department Reports 1b<br><small>(for office use only)</small>  |                    |  |
| <b>Requested Board Date:</b>   | September 22, 2020 | <b>Originating Department:</b> Environmental Services  |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Land Acquisition Discussion   |                    | <b>Presenter:</b> Jeff Pelowski  |
|  |                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>Continued discussion concerning the possible purchase of land adjacent to the demolition landfill.   |                    |  |
| <b>Background:</b>   |                    |  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None  |                    |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                    |  |



# Roseau County Request for Board Action

|  |  |  |
|--|--|--|
| <b>Agenda Item #:</b> Department Reports 2a<br><small>(for office use only)</small>  |  |  |
| <b>Requested Board Date:</b>   | September 22, 2020   | <b>Originating Department:</b> Highway |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Engineering Contract Extension  | <b>Presenter:</b> Daryle Dahl  |  |
|  | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input checked="" type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |  |
| <b>Board Action Requested:</b><br>Requesting Board approval of the attached revised Engineering Agreement with Pennington County.  |  |  |
| <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<br><input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |  |  |

**AGREEMENT FOR HIGHWAY ENGINEER SERVICES**  
**BETWEEN PENNINGTON COUNTY AND ROSEAU COUNTY**  
September 2020

This Agreement made as of the 22nd day of September, 2020, (the “Effective Date”), between the County of PENNINGTON, a duly organized County within the State of Minnesota, and the County of ROSEAU, a duly organized County within the State of Minnesota, for the purpose of providing engineering services to ROSEAU County while there remains a vacancy in the County Highway Engineer position.

WHEREAS, the County Board of each County must appoint and employ a County Highway Engineer for every duty and responsibility imposed by law; and

WHEREAS, ROSEAU County’s Highway Engineer position is currently vacant; and

WHEREAS, a County may contract for engineering services with another County upon such terms as mutually agreed upon pursuant to MN Statutes § 163.07, subd. 9; and

WHEREAS, a County Board is authorized to employ and engage the services of a registered professional engineer to act as a consultant in connection with the construction of roads and bridges on County State-Aid highways upon request of the County highway engineer; and

WHEREAS, ROSEAU County bears the responsibility for construction and maintenance of their State-Aid system; and

WHEREAS, PENNINGTON County employs a highway engineer meeting the statutory qualifications of a County highway engineer in the state of Minnesota; and

WHEREAS, the PENNINGTON County Board of Commissioners is willing to contract for interim engineering services with ROSEAU County for the benefit of the State and County; and

WHEREAS, the ROSEAU County Board of Commissioners is actively seeking a new County highway engineer.

NOW, THEREFORE, be it agreed upon:

1. The PENNINGTON County Board of Commissioners shall provide to the ROSEAU County Board of Commissioners the services as defined herein of its County Highway Engineer, Michael Flaagan, (the “ENGINEER”). PENNINGTON County agrees that the services provided to ROSEAU County will be delivered by a licensed engineer registered as a highway engineer with the State of Minnesota. PENNINGTON County further agrees that the services will not be provided by a substituted professional without ROSEAU County’s express written consent.

2. The ENGINEER shall act as a consultant to ROSEAU County in connection with the construction of roads and bridges on County State-Aid highways, and shall upon request of the County Board, complete other duties and responsibilities imposed by law upon the County Highway Engineer, as limited by this Agreement.
3. The PENNINGTON County Highway Department's Office will bill ROSEAU County at the rate of \$12,000.00 per month for work providing services pursuant to this Agreement. \$5,000.00 of this amount will be paid to Pennington County for the loss of service during this Agreement, and 75% of the remaining \$7,000.00 will be paid directly to the ENGINEER while 25% will be paid directly to the Assistant Engineer in charge of Construction for PENNINGTON County. The PENNINGTON County Highway Department will submit a monthly invoice to the ROSEAU County Highway Department. ROSEAU County agrees to pay each invoice within 30 days of receipt.
4. The PENNINGTON County Highway Department Office will bill ROSEAU County mileage for engineering services at the Federal mileage rate (\$0.575/mile) pursuant to the PENNINGTON County Travel Policy. The ENGINEER will limit the amount of miles traveled with the Pennington County vehicle as most practical.
5. The ENGINEER remains the appointed County Highway Engineer of PENNINGTON County. This Agreement does not appoint PENNINGTON County's highway engineer as ROSEAU County's highway engineer. The Engineer is a PENNINGTON County Employee and shall at all times herein be considered a PENNINGTON County Employee. The Engineer will not be considered a ROSEAU County employee. The ENGINEER shall be subject to the personnel and other policies of PENNINGTON County.
6. The ENGINEER shall facilitate bridge program administration services through this Agreement to support ROSEAU County's bridge inspection Team Leader. If a damage or critical deficiency bridge inspection becomes necessary while this Agreement remains in effect, the ROSEAU County Board of Commissioners hereby authorizes immediate services of qualified consultant engineering personnel to carry out the responsibilities for said bridge rating(s) and report(s).
7. The ENGINEER shall have discretion and authority to set the time spent in each County to fairly and equitably distribute his time according to good engineering practices.
8. The ENGINEER will represent only PENNINGTON County on all associated organizations and committees.
9. On the ENGINEER's behalf, the ROSEAU County Highway Department will review applications and issue or deny oversize/overweight permits for roads under ROSEAU County's jurisdiction.
10. Either party shall have the unilateral right to terminate this agreement upon 10 business day's written notice to the other County, acting through its County Board.
11. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this

Agreement. In order to ensure that each party will be able to provide indemnification as required by the above provision, each party will maintain general liability and automobile liability with coverage limits not less than those prescribed under MN Statute §466.04; and Workers' Compensation insurance coverage or self-insurance in accordance with the Minnesota statutory requirements. Said policies shall be kept in effect during the entire term of this Agreement. PENNINGTON County will not bond for highway engineer services in ROSEAU County.

12. This Agreement does not include routine attendance at ROSEAU County Board meetings.
13. **CONTRACT TERM:** The term of this Agreement shall commence on the Effective Date and continue in full force and effect until November 30, 2020, or the contract will be terminated as provided herein, whichever occurs first. This Agreement may be amended on a month-by-month basis as needed at such date when the ROSEAU County Board of Commissioners appoints and employs a new registered County Highway Engineer. The ROSEAU County Board of Commissioners agrees to actively pursue a qualified Engineer during the entirety of this Agreement.
14. **ASSIGNMENT:** Neither ROSEAU County nor PENNINGTON County may assign, delegate or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other, which consent shall not be unreasonably withheld.
15. **NON-WAIVER AND CUMULATION OF REMEDIES:** The failure by either party at any time to enforce the provisions of this Agreement, or any right or remedy available hereunder, or at law, or in equity, or to exercise an option herein provided, shall not constitute a waiver of such provision, right, remedy or option, or in any way affect the validity of this Agreement. The waiver of any default by either party shall not be deemed a continuing waiver, but shall apply solely to the instances to which such waiver is directed. The remedies provided under this Agreement shall be cumulative and not alternative, and the election of any one remedy for breach shall not preclude the pursuit of other remedies.
16. **DATA PRIVACY:** ROSEAU County agrees to abide by the applicable provisions of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, HIPAA requirements, and all other applicable State or Federal rules, regulations or orders pertaining to privacy or confidentiality.
17. **RECORDS RETENTION AND AVAILABILITY/AUDIT:** PENNINGTON County and ROSEAU County shall keep pertinent business records pursuant to this Agreement. Such records shall be maintained for at least 6 years from the date services or payment were last provided, or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Both parties shall have the right to audit and review all such documents and records at any time during regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by either County, and/or the Legislative or State Auditor of the State of Minnesota pursuant to MN Statute §16C.05, subd. 5. The records may also be subject to review by the Comptroller General of the United States, or a duly authorized representative, if Federal funds are utilized for any work during the term of this Agreement.

18. ENTIRE AGREEMENT: This Agreement embraces the entire Agreement between the parties. No oral agreement or representation concerning this Agreement shall be binding.

19. SEVERABILITY: Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so constructed is held by a Court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

20. AMENDMENTS: This Agreement may be altered, extended, changed or amended in writing by mutual agreement of the parties when dated and attached hereto without altering the other terms of this Agreement.

IN WITNESS WHEREOF, ROSEAU County and PENNINGTON County have caused this Agreement to be executed by the persons authorized to act in their respective names on the date shown below.

Approved at the ROSEAU County Board Meeting this \_\_day of \_\_\_\_\_ .

Approved at the PENNINGTON County Board Meeting this \_\_day of \_\_\_\_\_ .

By \_\_\_\_\_  
Chair of County Board

By \_\_\_\_\_  
Chair of County Board

Attest:

By \_\_\_\_\_  
County Coordinator

By \_\_\_\_\_  
County Coordinator

---

Approved as to form and execution:

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

\_\_\_\_\_  
ROSEAU County Attorney

Approved as to form and execution:

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

\_\_\_\_\_  
PENNINGTON County Attorney



# Roseau County Request for Board Action

|  |  |  |
|--|--|--|
| <b>Agenda Item #:</b> Department Reports 2b<br><small>(for office use only)</small>  |  |  |
| <b>Requested Board Date:</b>   | September 22, 2020   | <b>Originating Department:</b> Highway |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Final Payment – Conn Trucking & Excavation  | <b>Presenter:</b> Daryle Dahl  |  |
|  | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><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 final payment to Conn Trucking & Excavation, 2019 Fall Flood Project, Aggregate Surfacing – Wannaska Area, in the amount of \$36,439.20.  |  |  |
| <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<br><input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |  |  |



# Roseau County Request for Board Action

|  |  |  |
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| <b>Agenda Item #:</b> Department Reports 2c<br><small>(for office use only)</small>  |  |  |
| <b>Requested Board Date:</b>   | September 22, 2020   | <b>Originating Department:</b> Highway |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Final Payment – Halverson Sand & Gravel   | <b>Presenter:</b> Daryle Dahl  |  |
|  | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |  |
| <b>Board Action Requested:</b><br><br>Requesting Board approval of the final payment to Halverson Sand & Gravel, 2019 Fall Flood Project, Culvert Removal and Installation on County Ditch 23, in the amount of \$6,259.00.  |  |  |
| <b>Background:</b><br><br><br><br><br><br><br><br><br><br>   |  |  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None  |  |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |  |  |



# Roseau County Request for Board Action

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|--|--------------------|--|
| <b>Agenda Item #:</b> Department Reports 2d<br><small>(for office use only)</small>  |                    |  |
| <b>Requested Board Date:</b>   | September 22, 2020 | <b>Originating Department:</b> Highway   |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Final Payment – Halverson Sand & Gravel   |                    | <b>Presenter:</b> Daryle Dahl  |
|  |                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br><br>Requesting Board approval of the final payment to Halverson Sand & Gravel, 2019 Fall Flood Project, Slope Failure Repair and Turf Establishment on County Ditch 26 and Judicial Ditch 62, Packet 7, in the amount of \$19,009.20.  |                    |  |
| <b>Background:</b>   |                    |  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None  |                    |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                    |  |



# Roseau County Request for Board Action

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|--|--------------------|--|
| <b>Agenda Item #:</b> Department Reports 2e<br><small>(for office use only)</small>  |                    |  |
| <b>Requested Board Date:</b>   | September 22, 2020 | <b>Originating Department:</b> Highway   |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Final Payment – Halverson Sand & Gravel   |                    | <b>Presenter:</b> Daryle Dahl  |
|  |                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br><br>Requesting Board approval of the final payment to Halverson Sand & Gravel, for DR 4442, FEMA PW 114114, C.P. 52, Culvert Removal and Installation on State Ditch 91, Lat. 4, in the amount of \$2,240.00.  |                    |  |
| <b>Background:</b><br><br>   |                    |  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None  |                    |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                    |  |



# Roseau County Request for Board Action

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|--|--|--|
| <b>Agenda Item #:</b> Department Reports 2f<br><small>(for office use only)</small>  |  |  |
| <b>Requested Board Date:</b>   | September 22, 2020   | <b>Originating Department:</b> Highway |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Final Payment – R & Q Trucking  | <b>Presenter:</b> Daryle Dahl  |  |
|  | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |  |
| <b>Board Action Requested:</b><br><br>Requesting Board approval of the final payment to R & Q Trucking, 2019 Fall Flood Project, Aggregate Surfacing – Greenbush Area, in the amount of \$58,800.00.   |  |  |
| <b>Background:</b>   |  |  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None  |  |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |  |  |



# Roseau County Request for Board Action

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|--|--------------------|--|
| <b>Agenda Item #:</b> Department Reports 2g<br><small>(for office use only)</small>  |                    |  |
| <b>Requested Board Date:</b>   | September 22, 2020 | <b>Originating Department:</b> Highway   |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Final Payment – Simmons Contracting   |                    | <b>Presenter:</b> Daryle Dahl  |
|  |                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><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 final payment to Simmons Contracting, 2019 Fall Flood Project, Ditch Slope Repair and Turf Establishment on State Ditch 91, Lat. 5, Packet 11, in the amount of \$83,523.00.  |                    |  |
| <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<br><input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                    |  |



# Roseau County Request for Board Action

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|--|--------------------|--|
| <b>Agenda Item #:</b> County Board Item 1<br><small>(for office use only)</small>  |                    |  |
| <b>Requested Board Date:</b>   | September 22, 2020 | <b>Originating Department:</b> Assessor  |
| <b>Subject Title (as it will appear on the Agenda):</b><br>County Assessor Reappointment   |                    | <b>Presenter:</b> Liz Lund / Jeff Pelowski   |
|  |                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>Requesting Board direction concerning the County Assessor reappointment process.   |                    |  |
| <b>Background:</b><br>Reference the attached Department of Revenue letter, dated July 1, 2020.   |                    |  |
| <b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None  |                    |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                    |  |



**Notice: Expiration of county assessor four-year term and reappointment**

July 1, 2020

Dear Roger Falk:

The current term for county assessors expires on December 31, 2020, with the new term beginning on January 1, 2021. Please be aware that your board must notify its county assessor, no later than October 1, 2020, if it does not intend to reappoint the assessor. ***If reappointment is not intended***, please notify the Minnesota Department of Revenue of the impending vacancy. For your convenience please reply to this email using the subject line: Impending vacancy.

Please be aware that the commissioner of Revenue must confirm your county assessor's reappointment before it becomes effective. The department will work directly with the county assessor to prepare for reconfirmation by the commissioner of Revenue. If the commissioner refuses to confirm an appointment, the term of the appointee shall terminate at the end of that day.

Also, the appointment of a county assessor that does not have the appropriate licensure at the time of reappointment cannot be reconfirmed by the commissioner of Revenue.

If you have any questions or concerns regarding this process please contact, Brad Averbeck, your county's property tax compliance officer.

A handwritten signature in black ink that reads 'Jon Klockziem'.

Jon Klockziem, Director  
Property Tax Division



# Roseau County Request for Board Action

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| <b>Agenda Item #:</b> County Board Item 2<br><small>(for office use only)</small>  |  |  |
| <b>Requested Board Date:</b>   | September 22, 2020   | <b>Originating Department:</b> Commissioners |
| <b>Subject Title (as it will appear on the Agenda):</b><br>COVID-19 Pandemic - Update  | <b>Presenter:</b> Commissioners/Department Heads   |  |
|  | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |  |
| <b>Board Action Requested:</b><br>Continued discussion of the County's ongoing response to the COVID-19 pandemic, including: <ul style="list-style-type: none"> <li>&gt; County Update</li> <li>&gt; CARES Act Program Update</li> </ul>   |  |  |
|  |  |  |
| <b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None  |  |  |
| <b>Agenda Classification for County Board Meeting:</b><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |  |  |



# Roseau County Request for Board Action

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| <b>Agenda Item #:</b> County Board Item 3<br><small>(for office use only)</small>  |  |   |
| <b>Requested Board Date:</b>   | September 22, 2020   | <b>Originating Department:</b> Emergency Management |
| <b>Subject Title (as it will appear on the Agenda):</b><br>ARMER Radio Acquisition   | <b>Presenter:</b> Jack Swanson / Sue Grafstrom   |   |
|  | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input checked="" type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |   |
| <b>Board Action Requested:</b><br>Requesting Board approval to provide upfront funding to acquire ARMER radios.  |  |   |
| <b>Background:</b><br>Upfront funding is required in order to access State Homeland Security Program (SHSP) grant funds, (reference the attached information).   |  |   |
| <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<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |  |   |

# Northwest Regional Emergency Communications Board



Northwest Regional Emergency  
Communications Board  
C/O Headwaters RDC  
PO Box 906  
Bemidji, MN 56619

Phone: 218.333.6533  
Email: [swilcox@hrdc.org](mailto:swilcox@hrdc.org)

## MEMORANDUM

DATE: 9/9/2020

TO: Member County Boards, Councils and Other Leadership

FROM: Sarah Wilcox

Development Specialist  
Direct: 218-333-6533  
Cell: 218-760-9475  
Email: [swilcox@hrdc.org](mailto:swilcox@hrdc.org)  
Address: PO Box 906  
Bemidji, MN 56619

Subject: **SHSP Grant Reimbursement**

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The Northwest Regional Emergency Communications Board (NW ECB) is a membership of 14 Counties, 2 Tribes, and 1 City in Minnesota through a Joint Powers Agreement. The Board consists of elected officials and meets every other month to make final financial decisions. They are given technical support from an Advisory Committee which consists of the boots on the ground, techies, deputies, emergency managers that meet on a monthly basis. Headwaters Regional Development Commission contracts with the NW ECB to be their fiscal agent and for their meeting administrative duties.

A new radio is somewhere in the price range of \$3,000.00. This cost makes purchasing new radios for our first responders, fire departments, and EMS virtually impossible. Many of these agencies may rely on fundraising to balance operating budgets and consequently would not have the capacity to purchase new radios.

The State Homeland Security Program (SHSP) Grant historically has been used for dispatcher trainings and equipment purchases of up to \$25,000. The SHSP grant has a 50% match on equipment. Due to the hard work of a few key members, Emergency Manager Chris Muller in particular, reaching out to the Director of the Emergency Communication Network, the NW ECB was able to apply for and be awarded a total of \$100,000.00 with no match stipulations being 100% reimbursable. The Northwest region was able to acquire over 250 used mobile and portable radios. These radios were a donation and so acquisition was free but the costs will come with reprogramming, and accessorizing with antennae and batteries. Any left-over funds would go into purchasing a few new radios to go into the regional backup cache.

Next steps in the process would be for members of the NW ECB to make upfront purchases for the reprogramming and accessorizing as this is a strict reimbursement only grant. Once all paperwork is given to HRDC, the fiscal agent, and submitted the Deputy Director stated it would take them 30 days to process the information and turn it back around to the fiscal agent who would then send checks back out. Paperwork needed would be: quotes, invoices, packing slips with serial numbers, and proof of payment I.E. copy of a cancelled check. HRDC staff will assist in this process. By Having several members committing to \$30,000.00 up front purchases this spreads the cost burden around in lieu of one member entity doing the full \$100,000.

Request: At the September 20, 2020 Meeting the NW ECB Board met via zoom and called for membership volunteers who had the capacity to make these up-front purchases. **We are requesting authorization from our member leadership for making up front purchases at a cost of up to \$30,000.00 if that financial assistance is needed. The Expenditure would be reimbursed from grant funds that have been committed but not yet received.**

For questions feel free to reach out to HRDC Offices at the contact information provided above,

**Thank you**

**Sarah Wilcox**





# Roseau County Request for Board Action

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| <b>Agenda Item #:</b> County Board Item 5<br><small>(for office use only)</small>  |                    |  |
| <b>Requested Board Date:</b>   | September 22, 2020 | <b>Originating Department:</b> Coordinator   |
| <b>Subject Title (as it will appear on the Agenda):</b><br>Commissioner Committee Reports  |                    | <b>Presenter:</b> Commissioners  |
|  |                    | <b>Estimated Amount of Time Needed for Discussion:</b><br><input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes<br><input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| <b>Board Action Requested:</b><br>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><br><input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda<br><input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports<br><input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ |                    |  |

## JACK SWANSON COMMITTEES REPORT

SEPT 8, 2020 - HIGHWAY COMMITTEE

SEPT 8, 2020 - JADIS TOWN BOARD; CARES Act funding

SEPT 9, 2020 - NORTHWEST EMERGENCY COMMUNICATIONS BOARD; subcommittee formed to determine eligibility for grant-funded ARMER radios for local Fire Depts, First Responders, etc

SEPT 10, 2020 - ASSOCIATION OF MINNESOTA COUNTIES FALL POLICY CONFERENCE; opening sessions

SEPT 10, 2020 - TEAM 'EPIC'; will learn whether another 5 year grant has been approved in December

SEPT 10, 2020 - DEPARTMENT OF CORRECTIONS; jail staffing

SEPT 14, 2020 - PUBLIC HEALTH COMMITTEE; COVID-19 response and case investigation

SEPT 14, 2020 - EMERGENCY MANAGEMENT COVID STAKEHOLDERS

SEPT 14, 2020 - ASSOCIATION OF MINNESOTA COUNTIES PUBLIC SAFETY POLICY COMMITTEE

SEPT 14, 2020 - ROSEAU CITY COUNCIL; set 2021 levy (0%) and budget (projected \$ 1.5 million dollar shortfall)

SEPT 15, 2020 - SOCIAL SERVICES BOARD

SEPT 15, 2020 - DOMESTIC VIOLENCE ADVISORY COMMITTEE

SEPT 16, 2020 - NORTHWEST MINNESOTA HOUSING AND REDEVELOPMENT AUTHORITY (MENTOR); annual meeting

SEPT 16, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS

SEPT 16, 2020 - CITY OF ROSEAU PARKS AND TRAILS; Bicycle Alliance of Minnesota

SEPT 17, 2020 - 'CARES' ACT COMMITTEE

SEPT 17, 2020 - ASSOCIATION OF MINNESOTA COUNTIES PUBLIC SAFETY POLICY COMMITTEE

SEPT 21, 2020 - 'BIG FOUR' BRIDGING DIVIDES WEBINAR

SEPT 21, 2020 - ROSEAU SCHOOL BOARD