



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

March 8, 2011

WORK SESSION AGENDA

8:30 Call to Order

8:35 Comments and Announcements

8:45 Discussion

1. Sikorski Property Purchase for MN Dot Tower
2. Meeting Management
3. Digital Claim Forms
4. DNR Land Exchange
5. Tax Forfeited Land Sale

10:05 Review Bills

10:10 Review Agenda for Regular Board Meeting

10:10 Identify Future Work Meeting Topics

10:15 Adjourn

To schedule an appointment with the Board, please contact the County Coordinator at 218-463-4248

County Coordinator's e-mail address: trish.klein@co.roseau.mn.us

Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

District 1, Glenda Phillipe, - District 2, Jack Swanson,
District 3, Roger Falk - District 4, Russell Walker; Vice-Chair - District 5, Mark Foldesi; Chair

An Equal Opportunity Employer



Board of Commissioners

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March 8, 2011

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on March 8, 2011 at 10:30 a.m. in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

10:30 Call to Order

1. Roll Call
2. Presentation of Colors
3. Approve Agenda

10:35 Citizen Comments

Members of the audience wishing to address the County Board on an item not on the Agenda may come forward at this time to be recognized by the Board Chair. Please state your name and address for the record. Comments are limited to five minutes. A personnel complaint against an individual County employee may not be heard initially at a Board meeting. Personnel complaints may be submitted to the Board in writing through the Coordinator's Office.

10:40 Consent Agenda

1. Approve Proceedings
2. Approve Roberts Rules of Order as Meeting Management System
3. Accept Resignation of Social Worker Julie Senum
4. Authorize Advertisement to Fill Vacated Social Worker Position
5. Accept 2010 HSEM Operation Stonegarden Grant
6. Approve Contract for Purchase of Sikorski Property for MN DOT Tower
7. Accept Anonymous Donation in Appreciation of the Roseau County Sheriff's Department
8. Approve Updates for Roseau County Emergency Plan
- 8a. Accept Public Safety Interoperability Grant**
9. Approve Bills

11:00 Highway Department

1. Approve Customized Training Contract with Northland Community and Technical College
2. Approve Contract for 2011 Seal Coat Projects
3. Approve Contract for 2011 Bituminous Projects

11:30 Committee Reports

12:00 Unfinished Business

12:15 New Business

12:30 Adjourn

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Mar 8 2011
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***Subject Title (As it will appear on the agenda):**
 Approve Proceedings

***Background (Provide sufficient detail of the subject):**
 What follows are proceedings from the Feb 22, 2011 Board Meeting and minutes of the Feb 22, 2010 Committee of the Whole Work Session.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

February 22, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, February 22, 2011 at 10:30 a.m.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUARUM

The meeting was called to order at 8:30 a.m. by Board Chair Mark Foldesi. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe, Jack Swanson, and Russell Walker. A quorum was established.

APPROVAL OF AGENDA

Appointment of Bill Cain to the Roseau County Committee on Aging, EMHS Director Authorization to purchase sand bags and plastic were added to the consent agenda. Discussion of the Tracker Program was added to New Business.

COMMENTS AND ANNOUNCEMENTS

There were no comments or announcements.

CONSENT AGENDA

A motion to adopt the consent agenda was made by Commissioner Swanson, seconded by Commissioner Phillipe and carried unanimously. The Board, by adoption of its consent agenda, approved proceedings from the February 8, 2011 meeting; approved the annual step increase for the IT Administrator; approved a grade change for the Administrative Assistant position; approved a grade change for the Deputy Recorder position; appointed Pat Novacek, Roseau Fire Department; Curt Ireland, LifeCare Medical; Steve Gust, Roseau County Sheriff; Tom Bukowiec, Warroad Rescue; and Mike Siems, Greenbush Police Department to the NW Regional Radio System User Committee; approved the appointments of Steve Gust, Roseau County Sheriff and Janice Anderson, Roseau County Jail Administrator to the NW Regional Radio Owners and Operators Committee; authorized the Veterans Service Officer to attend an out of state Veteran Services Officer Certification Training; set the 2011 Board of Appeal and Equalization Date as June 15 at 5:00 pm; appointed Bill Cain to the Roseau County Committee on Aging effective February 21, 2011, authorized HSEM Gracia Nelson to purchase sandbags and plastic as part of flood preparedness planning, and approved the payment of bills as follows:

Warrants Approved for Payment 2/10/2011

Vendor Name	Amount
Capital Guardian Trust Co	2,130.38
Centurylink	2,671.68
Isane Trucking Inc	5,600.00
Johnson/Laure A	3,526.88
Nationwide Retirement Solutions	2,180.97
Roseau City	14,185.51
Sather Law Office	5,378.70
Select Account-VEBA	9,604.22

11 Payments less than 2,000 \$5,546.07

Final Total: \$50,824.41

Warrants Approved for Payment 2/17/2011

Vendor Name	Amount
Davidson Ready Mix & Construction Inc	111,815.00
Isane Trucking Inc	6,600.00
MN Energy Resources	3,148.66

18 Payments less than 2000 \$2,586.49
Final Total: \$124150.15

Warrants Approved On 2/22/2011 for Payment 2/25/2011

Vendor Name	Amount
Comstock Custom Mowing & Snow Removal	9,922.50
Dell Marketing LP	2,375.16
Farmers Union Oil Co-Lk Brnsn	4,398.79
Farmers Union Oil Co-Warroad	7,218.38
Johnson Oil Co Inc	5,976.03
Msop-MN Sex Offender Program-D 462	2,000.80
Northern Resources Cooperative	18,606.34
Reuben's Body Shop Inc	4,690.01
Riverfront Station	3,291.82
Roseau Co Coop Assn	15,818.36
Roseau Co Hwy Dept	5,405.72
Roseau Co Treasurer	29,290.05
TW Vending Inc	2,479.74

61 Payments less than 2,000 \$17,089.68
Final Total: \$128,563.38

PEMBINA TRAIL RC & D COORDINATOR DEBE WALCHUK

Pembina Trail Resource Conservation & Development Association Coordinator Debe Walchuk met with the Board to review the 2010 Annual Report. Ms. Walchuk advised the Board that continued federal funding is tenuous. President Obama's budget includes funding for the program at the 2008 level. If this is passed, the support staff position would likely be eliminated to meet budget constraints. The House has zeroed funding for the program.

COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Roseau Lake Bottom Citizen Involvement Committee, 2/10/11; Lake of the Woods-Roseau County Resource Sharing Meeting/Human Resource Meeting, 2/14/2011; Social Services Board Meeting, 2/15/11; Highway Department Committee of the Whole, 2/15/11.

Commissioner Foldesi reported on the following committee meeting(s): Roseau Lake Bottom Citizen Involvement Committee, 2/10/11; Lake of the Woods-Roseau County Resource Sharing Meeting/Human Resource Meeting, 2/14/2011; Social Services Board Meeting, 2/15/11; Highway Department Committee of the Whole, 2/15/11; Big Swamp Meeting, 2/16/11; Northwest Community Action, 2/16/2011.

Commissioner Phillipe reported on the following committee meeting(s): Lake Township Board meeting, 2/9/11; Warroad City Council, 2/14/11; Social Services Board Meeting, 2/15/11; Highway Department Committee of the Whole, 2/15/11; Roseau County Committee on Aging, 2/21/11; Ethics Committee 2/22/11.

Commissioner Swanson reported on the following committee meeting(s): AMC Futures, 2/8/11 and 2/9/11; Collaborative Governance Council, 2/11/11; KaMaR, 2/14/11; Social Services Board Meeting, 2/15/11; Highway Department Committee of the Whole, 2/15/2011, Household Hazardous Waste, 2/16/11; Roseau County Committee on Aging, 2/21/11.

Commissioner Walker reported on the following committee meeting(s): Social Services Board Meeting, 2/15/11; Highway Department Committee of the Whole, 2/15/2011.

UNFINISHED BUSINESS

Environmental Officer Jeff Pelowski met with the Board to review the details of an agreement reached with Mar-Kit to provide recycling services without interruption in service. KaMaR will discontinue operations March 4, 2011. Roseau County will receive \$250,000 as payment for the business assets and will be responsible to distribute each county's share of that payment and pay its share of outstanding expenditures including unemployment compensation. The KaMaR Board will continue to exist until all liability has been met. The Board discussed concerns regarding the contamination fee. Roseau County has 12 host sites that house and manage recycling containers. A contamination fine may be assessed to each site based on materials that are placed in the recycling containers that are not recyclable. Mr. Pelowski suggested that the Board refer this concern to the Solid Waste Committee for discussion. A motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously to approve the five (5) year Mar-Kit Recycling Contract.

NEW BUSINESS

A motion was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously to approve the Roseau County Trailblazers 2nd benchmark and authorize Board Chair Mark Foldesi to sign off on behalf of Roseau County.

A motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously to authorize the Auditor's Office to provide property tax system training to Lake of the Woods County.

A motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously to authorize Social Services to implement the Pilot Tracker Program.

Upon motion carried, the Board adjourned the regular meeting at 12:25 p.m. The next regular meeting of the Board is scheduled for March 8, 2011 at 10:30 a.m.

Attest:

Date: _____

Teresa Klein, Board Clerk
Roseau County, Minnesota

Mark Foldesi, Chair
Board of County Commissioners
Roseau County, Minnesota

MINUTES OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS WORK SESSION

February 22, 2011

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, February 22, 2011 at 8:30 a.m. for a work session.

Call to Order

The meeting was called to order by Chair Mark Foldesi.

Comments and Announcements

Commissioner Foldesi informed the Board that he will be out of town until March 7, 2011.

Commissioner Swanson noted that he will be meeting with DNR Assistant Commissioner Mike Carroll and Representative Dan Fabian on February 22, 2011 in St. Paul.

Discussion

The Board discussed the replacement purchase of a county vehicle. Commissioners Swanson, Walker, and Falk have researched the price of used and new mid-sized SUV's and fuel efficient cars at the Ford and Chevrolet dealerships. The car that the Board currently uses is shared between Environmental Services and the Highway Department and has very high mileage. The Board has requested to have the three departments get together to purchase a new vehicle. The discussion point is whether to replace the car with a car or to replace it with a mid-sized SUV. Commissioners Falk and Swanson were asked to serve on a committee to continue researching the matter and return to the Board with a recommendation by the April 12th meeting.

Professional Services Contract w/LOW

The Board discussed a request from Lake of the Woods County to provide priority tax calculation software training to their Auditor's office. The employee that has previously done Lake of the Woods' property tax calculation, Stacy Novak, was recently hired by Roseau County leaving a void in Lake of the Woods' auditor's office. The employee, Stacy Novak, has agreed to work on weekends and evenings to provide up to 80 hours of training. Tax statements are due out in March so this is a very urgent request. The Board would bill Lake of the Woods County the employee cost plus mileage at the IRS rate. The Board concurred that this would be a good arrangement. The matter is on the regular board agenda.

2011 Board of Appeal & Equalization Date

The 2011 County Board of Appeal and Equalization (CBAE) hearing date needs to be set. The department of revenue provides parameters for the meeting dates and times. The CBAE must convene after Friday, June 10, 2011 and cannot take any action after June 30, 2011. A meeting can remain open for up to ten consecutive meeting dates. The meeting must be held on a Saturday or have appointments available until at least 7 pm on a weeknight. The Board agreed to June 15th at 5:00 pm.

Veteran's Service Officer National Certification Training

VSO Donald Dunn has requested permission to travel out of state for the National VSO Certification Training. Certification is required to be eligible to receive grant funding. The county currently has a two year veteran medical travel grant in the amount of \$18,000 and receives a bi-annual grant for community outreach of office equipment. The Board concurred the benefits of certification far outweigh the estimated costs.

Geothermal Study

The Board continued a conversation about geothermal as a heating and cooling option for some Roseau County buildings. A rough estimate was provided by Grand Forks Heating. The estimated cost for the courthouse is \$750,000. The estimated cost for Social Services is \$300,000.00. The estimated cost for law enforcement, excluding the jail, is \$200,000. The Board discussed getting the utility data to calculate a return on investment. The Board also discussed getting a more detailed quote and asking NWRD for assistance with an energy audit.

Mark Bloomquist, Minnesota Department of Corrections

Regional DOC Supervisor Mark Bloomquist met with the Board to provide a legislative update. There are substantial cuts (\$2.5 million) to the CCA delivery model that if passed will have dramatic impacts on costs to counties utilizing this delivery model. There is an estimated reduction of \$250,000 in field services to the DOC model. Mr. Bloomquist advised the Board that he did not anticipate a dramatic cost increase for Roseau County.

Mr. Bloomquist gave an overview of some of the programs provided to Roseau County including the Sex Offender Treatment Program. A MAZE grant has been submitted that would provide additional mental health services. Mr. Bloomquist informed the Board that the Duluth Model Domestic Abuse Program is now up and running.

Mr. Bloomquist discussed the proposed Tracker Pilot Program. This program is a juvenile detention alternate that provides intensive supervision to court ordered at-risk juveniles as an alternative to being sent to the NW Juvenile Center. The pilot program would run through Social Services and would be funded with adult offender supervision fees. The cost to house a juvenile in detention is \$5,000 per month. The Tracker Program would allow youth to stay in their own communities and receive intensive supervision without the cost and potential negative consequences of detention. The Board concurred to go forward with the Pilot Program.

Roseau County Fair Board Treasurer Buddy Erickson

Roseau County Fair Board Secretary Buddy Erickson met with the Board to provide an overview of the 2010 County Fair and an outline of the plans for the 2011 County Fair. Mr. Erickson thanked the county for their continued support of the fair. Mr. Erickson gave a historical overview of the county appropriation noting that county fairs used to charge gate fees but that counties were authorized to levy tax dollars to offset the gate fee so that county fairs could eliminate the gate fee. Mr. Erickson noted that the first appropriation amount was \$17,500 and that the highest amount was \$27,000. The Board currently appropriates \$15,000.

Mr. Erickson told the Board that in 1960, the first of advance sale fair tickets, they sold 2670 strips. In 2010 that number was 89,166. The highest number of tickets sold was in 1999 when 104,000 were sold.

Mr. Erickson stated that 2010 was the first time in 25 years that a grand stand event was rained out. Open class exhibits were down slightly but 4-H participation was up.

The same carnival is scheduled for 2011. A new poultry barn was added in 2010, largely as a result of Lu Wallace's efforts. As well, new toilets were installed in the north bathrooms; the secretary's office was renovated; and a new sidewalk was poured on the north side of the 4-H exhibit building. Improvement plans for 2011 include upgrading the horse arena, adding showers in the 4-H building and placing drain tile around the barn.

Evening entertainment for 2011 includes Church night on Sunday, a tractor pull on Tuesday, a talent contest on Wednesday, Monster Trucks on Thursday, and the Demo Derby on Friday.

HSEM Director Gracia Nelson, Flood Planning Update

HSEM Gracia Nelson met with the Board to provide an update on the flood forecast and planning processes. Ms. Nelson requested approval to purchase additional sandbags to have on hand as well as plastic. Ms. Nelson reminded the Board that in order to receive FEMA assistance, a state disaster must be declared which requires 6 million in statewide damage and the county must have a minimum of \$53,425 in damage.

County Shop

Commissioner Foldesi gave an update on the potential purchase of a shop in the Greenbush area. The Board authorized the Highway Committee to continue negotiations.

Review Bills

The Board reviewed bills.

Review Agenda for Regular Board Meeting

The Board discussed adding the appointment of Bill Cain to the Roseau County Committee on Aging effective February 21, 2011 and authorizing HSEM Gracia Nelson to purchase sand bags and plastic to the consent agenda and adding the Tracker Pilot Program to New Business.

Adjourn

The meeting adjourned at 10:15 am.

ITEM # Consent 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Foldesi, Mark	*Department District 5 Commissioner	*Board Meeting Date Mar 8 2011
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***Subject Title (As it will appear on the agenda):**
 Approve Roberts Rules of Order As Parliamentary Authority

***Background (Provide sufficient detail of the subject):**
 Roseau County has been operating informally under Robert's Rules of Order and will be formalizing this parliamentary authority.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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

2011-03-XX

**ESTABLISHMENT OF RULES AND PROCEDURES FOR
THE ROSEAU COUNTY BOARD OF COMMISSIONERS FOR 2011**

BE IT RESOLVED the Board of Commissioners of Roseau County adopt Robert's Rules of Order as persuasive authority for the purposes of conducting all regular and special sessions of the board.

BE IT FURTHER RESOLVED that the rules and procedures as persuasive authority shall continue to be applicable to meetings of the Roseau County board until reconsidered in whole or in part.

STATE OF MINNESOTA)
) ss
COUNTY OF ROSEAU)

I, Teresa Klein, Board Clerk 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 March 8, 2011.

(SEAL)

Teresa Klein
Roseau County Board Clerk

ITEM # Consent 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Klein, Trish	*Department Coordinator	*Board Meeting Date Mar 8 2011
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***Subject Title (As it will appear on the agenda):**
 Accept Resignation of Social Worker Julie Senum

***Background (Provide sufficient detail of the subject):**
 Julie Senum has submitted her resignation effective April 29, 2011.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

February 23, 2011

Pat Roth
Social Services Supervisor
Roseau County Social Services
208 6th Street
Roseau, MN 56751

Dear Pat:

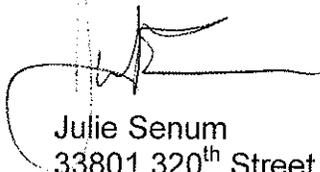
Please accept this as formal notice of my resignation from the position of Social Worker at Roseau County Social Services. My last working day will be April 29, 2011.

I want to express my sincere thank you for the years of employment at Roseau County. It has provided the opportunity for learning and growth and some really great stories. I have much respect for my colleagues and will miss the clients with which I have worked.

My next venture will be in the direction of health and wellness. I am uncertain of the details, but am excited to pursue a new challenge and experience.

I intend to make the transition to the new social worker as smooth as possible for my clients and my colleagues. Please let me know if there are specifics that I can do to make this happen.

Sincerely,



Julie Senum
33801 320th Street
Roseau, MN 56751
218-463-1340

CC: David Anderson, Social Services Director

ITEM # Consent 4
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Anderson, Dave	*Department Social Services Director	*Board Meeting Date Mar 8 2011
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***Subject Title (As it will appear on the agenda):**
 Authorize Advertisement to Fill Vacated Social Worker Position

***Background (Provide sufficient detail of the subject):**
 SS Director Dave Anderson is requesting authorization to fill the Social Worker position vacated by Julie Senum.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

ITEM # Consent 5
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Gust, Steve	*Department Sheriff	*Board Meeting Date Mar 8 2011
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***Subject Title (As it will appear on the agenda):**
 Accept 2010 HSEM Operation Stonegarden Grant

***Background (Provide sufficient detail of the subject):**
 Attached you will find the contract for the third Stonegarden Grant cycle. The Board previously authorized submission of the grant application. The Grant has been approved and money will be allocated to continue this operation upon the Board's approval. This grant is substantially smaller than the two previous grants and is in the amount of \$82,298. Half of the grant is for working Stonegarden Shifts and half is for equipment - 7 multi-band mobile radios.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 444 Cedar Street, Suite 223 St Paul, Minnesota 55101	Grant Program: HSEM Operation Stonegarden 2010 Grant Agreement No.: 2010-OSGP-00769
Grantee: Roseau County 606 SW 5th Avenue Roseau, Minnesota 56751	Grant Agreement Term: Effective Date: 8/1/2010 Expiration Date: 7/31/2013
Grantee’s Authorized Representative: Jule Hanson, Sheriff 604 5 th Avenue SW Roseau, MN 56751 Phone: (218)463-1421 Email: jule.hanson@co.roseau.mn.us	Grant Agreement Amount: Original Agreement \$ 82,298.00 Matching Requirement \$.00
State’s Authorized Representative: Kammy Huneke, Grants Specialist Homeland Security and Emergency Management 444 Cedar Street, Suite 223 St Paul, Minnesota 55101 Phone: (651) 201-7420 Email: kammy.huneke@state.mn.us	Federal Funding: CFDA 97.067 State Funding: Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved HSEM Operation Stonegarden 2010 Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at 444 Cedar Street, Suite 223, St Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the HSEM Operation Stonegarden 2010 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (www.wego.dps.state.mn.us), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized



Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

Grant Agreement No. 2010-OSGP-00769 / 2000-15506

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

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: Steven J. Gust 

Title: Sheriff

Date: Feb 24, 2011

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative



Grantee Name: Roseau County

Program: Operation Stonegarden: Ops Order [10-GFNWRM-03-002]

Operational Overtime				
Description			Amount	
Operational Overtime	Operational Overtime		\$35,880.00	
Sub-Total			\$35,880.00	
Fringe Benefits				
Description			Amount	
Fringe Benefits	Fringe Benefits		\$4,680.00	
Sub-Total			\$4,680.00	
New/Replacement Equipment				
Description			Amount	
Multi-band Mobile Radio	Multi-band Mobile Radio 7 @ \$7,000 = \$35,000		\$35,000.00	
Sub-Total			\$35,000.00	
Vehicle Maintenance				



Grantee Name: Roseau County

Program: Operation Stonegarden: Ops Order [10-GFNWRM-03-002]

Description		Amount		
Vehicle Maintenance	Vehicle Maintenance	\$2,494.80		
Sub-Total		\$2,494.80		
Fuel				
Description		Amount		
Fuel	Fuel	\$4,243.20		
Sub-Total		\$4,243.20		
Total (this program component)		\$82,298.00		
Allocation		\$82,298.00		
Balance		\$0.00		

ITEM # Consent 6
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Nelson, Gracia	*Department Emergency Management	*Board Meeting Date Mar 8 2011
----------------------------------------------------------	--------------------------------------------	------------------------------------------

***Subject Title (As it will appear on the agenda):**
 Purchase of Sikorski Property to house MnDOT Tower

***Background (Provide sufficient detail of the subject):**
 Richard Sikorski has some questions about the purchase of his property by Roseau County to house the MnDOT Tower.

***Financial Consideration:**
 None

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

Top 3 inches reserved for recording data)

QUIT CLAIM DEED

Individual(s) to Individual(s)

DEED TAX DUE: \$ _____

DATE: 02/01/2011

FOR VALUABLE CONSIDERATION, Yvonne Joy Sikorski ("**Grantor**"), hereby conveys and quitclaims to Roseau County, a public corporation ("**Grantee**"), real property in Roseau County, Minnesota, legally described as follows:

That part of Government Lot Four (4), of Section (18), in Township One Hundred Sixty-two (162) North, Range Forty-four (44), West of the Fifth Principal Meridian in Minnesota, according to the United States Government Survey thereof, Roseau County, Minnesota, lying Southwesterly of County Road #7 as presently located and established.

The total consideration for this transfer is \$500.00 or less.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Yvonne Joy Sikorski

State of Minnesota, County of Roseau

This instrument was acknowledged before me on
February _____, 2011 by Yvonne Joy Sikorski,
a married woman.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

Michael P. Grover
Assistant County Attorney
605 5th Ave. SW, Room 10
Roseau, MN 56751

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO: **EXEMPT**

ITEM # Consent 7
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Gust, Steve	*Department Sheriff	*Board Meeting Date Mar 8 2011
-------------------------------------------------------	-------------------------------	------------------------------------------

***Subject Title (As it will appear on the agenda):**
 Accept Anonymous Donation Made in Appreciation of Sheriff's Department

***Background (Provide sufficient detail of the subject):**
 An anonymous donation of \$3500 was made to the Sheriff's Department. Per Mn Statue, the Board must pass a formal resolution in acceptance of this donation.

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
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Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

ITEM # Consent 8

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request Nelson, Gracia	*Department Emergency Management	*Board Meeting Date Mar 8 2011
----------------------------------------------------------	--------------------------------------------	------------------------------------------

***Subject Title (As it will appear on the agenda):**
Updates for Roseau County Emergency Plan

***Background (Provide sufficient detail of the subject):**
The Roseau County Emergency Plan signatory pages are being updated. Need our "new" chairman of the board to sign Annex C - Emergency Public Information - page 1, and Annex B - Direction and Control - page 3.

***Financial Consideration:**
None

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:
-----------------------	------------------

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result	
			Yes	No	Abstain		
Swanson						Passed	
Phillipe							
Foldesi						Failed	
Falk							
Walker						Tabled	

ATTEST: Teresa Klein, Board Clerk

emergency. Log records will consist of casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation exposure levels etc

Each department/agency that is represented will be in charge of scheduling their staffing to provide 24 hour staffing.

A representative from the affected cities and voluntary agencies will be requested to report to the Roseau County EOC to provide assistance on the affected areas within the cities.

D. EOC Equipment/Supplies

The Roseau County Emergency Management Director is responsible for ensuring that the EOC is operational that the necessary maps, displays, table and chairs, communications equipment, message logs, etc are on hand and available for use in the EOC.

E. Communications Capability of the EOC

1. Roseau County EOC to cities in county by telephone and portable radio.
2. Roseau County EOC to neighboring county EOCs by telephone and portable radio.
3. Roseau County EOC to Life Care Medical Center in Roseau by telephone and ham radio.
4. Roseau County EOC to county department (field) units by telephone and portable radio.
5. Radio Amateur Civil Emergency Services (RACES)
6. Borderland Emergency Auxiliary Radio Service (BEARS Bus) – a stand alone radio communications bus that could be used if primary radio communications is not working at the Roseau County Sheriff's Department.

The Roseau County Sheriff's Department and the Roseau County EOC have an emergency (back up) power source.

- a. In a major incident the National Incident Management System will be activated both at the EOC and on the field. If State and Federal emergency response officials are requested the local responders will work as a team with them.

IV. STATE OF EMERGENCY DECLARATIONS:

A local emergency may be declared only by the Mayor of a city in Roseau County or the chair of the Roseau County Board or their legal successors and shall not be continued for a period in excess of three days except by or with the consent of the governing board of the political subdivision (Minnesota Statutes Chapter 12, Section 12.29). Examples of both an initial declaration and full City or County Board resolution declaring a state of emergency are included in Attachments 1,2, and 3. In addition, in

order to receive Federal assistance, the disaster must meet federal criteria and Roseau County must also pass a “Resolution Requesting a Presidential Declaration of a Major Disaster”, an example of which is found in Attachment 3

- A. **Local Declaration of a State of Emergency**
 - 1. A local declaration of a state of emergency is issued by the City Mayor or County Board Chairperson when issuing an initial Declaration of a State of Emergency.
 - 2. See Attachment 1 for example.

- B. **Resolution Declaring a State of Emergency**
 - 1. This resolution is used by a City Council or County Board when extending a State of Emergency beyond the three day period authorized for the initial declaration by a City Mayor or County Board Chairperson.
 - 2. See Attachment 2 for example

- C. **Resolution Requesting a Presidential Declaration of a Major Disaster**
 - 1. This resolution is used by a County Board in requesting a Presidential Declaration of a Major Disaster in order to apply for federal disaster assistance.
 - 2. See Attachment 3 for example.

V. SUPPORTING DOCUMENTATION

The following support materials are kept on file in the Emergency Management Director’s Office:

Emergency Management Handbook for Government Officials
EOC Standard Operating Procedures
Resource Manual for lists of equipment and supplies
RACES and SECURE radio plans. (These are also filed with the Division of Emergency Services – central office)

VI. AUTHENTICATION

Date

Date

Roseau County Board Chairman

EM Director, Roseau County

Attachment 1

Local Declaration of a State of Emergency

WHEREAS the County of Roseau, Minnesota, has sustained severe losses of a major proportion, brought on by

(description of emergency) on the date of _____.

WHEREAS the County of Roseau is a public entity within the State of Minnesota.

WHEREAS the following conditions exist in Roseau County as a result of the disaster (Describe the conditions as they exist as a result of the disaster). _____

NOW, THEREFORE, BE IT RESOLVED that the County board chairman of Roseau County, acting on behalf of and for the people of Roseau County, declare that a state of emergency exists within Roseau County, with all the powers and responsibilities attending thereto as provided by Chapter 12, Minnesota Statutes, and Roseau County Board of Commissioners Resolution dated March 19, 1958 providing for civil defense and for protection and promotion of public safety, health and welfare in Roseau County during civil emergencies.

**Roseau County Board Chair or his
designee**

Date

Attachment 2

Resolution Declaring a State of Emergency

WHEREAS the _____(event) of _____(Date) impacted the population of Roseau County and its cities; and

WHEREAS the _____event caused a significant amount of public property damage; and

WHEREAS Roseau County Homeland Security and Emergency Management requests the Roseau County Board of Commissioners to declare Roseau County in a **STATE OF EMERGENCY** for the _____(type of event of _____(date).

NOW, THEREFORE, BE IT RESOLVED, that the Roseau County Board of Commissioners declares Roseau County in a **STATE OF EMERGENCY** for conditions resulting from the _____(type of event) of _____(date).

Adopted by the Roseau County Board of Commissioners this _____day of _____20_____.

ATTEST: I, _____, Roseau County Administrator, hereby attest that the forgoing resolution was duly adopted by the Roseau County Board of Commissioners on the _____day of _____20_____.

Roseau County Coordinator

Attachment 3
Resolution Requesting a Presidential Declaration of a Major Disaster

WHEREAS the County of Roseau has sustained severe losses of major proportion, caused by _____ on the date(s) of _____; and

WHEREAS _____ County is a public entity within the State of Minnesota; and

WHEREAS substantial damage has been sustained to (chose one or both) public and private property, as outlined in the attached damage assessment forms; and

WHEREAS the cost of recovery from this disaster is beyond the resources available within the county and state and federal resources are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners, for and on behalf of the citizens of Roseau County, request the Governor of the State of Minnesota to petition the President of the United States to declare the County of Roseau, Minnesota, to be a major disaster area, through appropriate channels.

Be is further resolved that this request is for:

1. (Select the appropriate statement from the three choices below):

The Public Assistance (Infrastructure Support) Program only, as offered through P.L. 93-288 and 106.390.

The Human Services Program only, as offered through P.L. 93-288 and 106.390.

The Public Assistance (Infrastructure Support) and Human Service Programs as offered through P. L. 93-288 and 106.390.

2. The Hazard Mitigation Program, as offered through P. L. 93-288 and 106.390.

Be it further resolved that the County Emergency Management Director is authorized to coordinate the damage survey teams with local government, and assist in the administration of the disaster recovery process, as needed,

Adopted this _____ day of _____, 20 ____.

Signed:

Chair of the Board

ATTEST:

Roseau County Coordinator

I. PURPOSE

To provide an overview of how emergency public information would be disseminated in the event of a disaster.

II. SPOKESPERSON (s)

The only official authorized to serve as the public information officer (PIO) for Roseau County is the designee of the Roseau County Board of Commissioners. Possible Roseau County Department positions that could be used as the PIO are the Roseau County Attorney, Roseau County Coordinator, Roseau County Emergency Manager, or a member of the Roseau County Board of Commissioners. These individuals would be given access to all information necessary to carry out their role as Roseau County PIO.

III. POLICIES AND PROCEDURES

- A. If it becomes necessary to establish a news briefing room, the Chairman of the County Board or his designee will advise the location of the news briefing room. News media personnel would be asked to report to this facility. At the close of each briefing, the time of the next briefing will be announced.
- B. In the event of a protracted disaster/emergency, news releases would be issued on a frequent regular basis to control rumors, public inquiries and to provide safety information for Roseau County residents. The sheriff's dispatch is responsible for public inquiries and rumor control regarding an emergency situation.
- C. Public information would be disseminated through the following radio stations: KRWB, KQ92, KJ102.
- D. The Roseau County Sheriff's Department has a TDD hook-up for the deaf. If we had a non-English speaking person we would provide an interpreter.

IV. SUPPORT DOCUMENTS

Prepared public information supplements for release to radio, TV and newspapers are on file in the Emergency Service Office.

V. AUTHENTICATION:

Date

Chairman of the Roseau County Board of Commissioners

ITEM # _____
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Nelson, Gracia	*Department Emergency Management	*Board Meeting Date Mar 8 2011
----------------------------------------------------------	--------------------------------------------	------------------------------------------

***Subject Title (As it will appear on the agenda):**
 Resolution to accept Public Safety Interop Comm Grant # 96000000372

***Background (Provide sufficient detail of the subject):**
 This grant provides three control stations or fixed mobile radios capable of operating on the ARMER backbone. One control station is for the County EOC and the other two will be placed in the Sheriff's Dispatch.

***Financial Consideration:**
 There is no added cost for this equipment.

***Legal Consideration:**

***Other Consideration:**

***Resolution (Wording should reflect the intent of the Board vote):**

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: Teresa Klein, Board Clerk

**STATE OF MINNESOTA
GRANT CONTRACT**

This grant contract is between the State of Minnesota, acting through its Commissioner of Public Safety, Division of Emergency Communication Networks, 445 Minnesota Street, Suite 137, St. Paul, MN 55101 ("State") and Roseau County, 606 – 5th Avenue Southwest, Roseau, Minnesota 56751 ("Grantee").

Recitals

- 1 Under Minn. Stat. § 299A.01, Subd. 2(4) the State is empowered to enter into this grant contract.
- 2 Federal funds for this grant contract are provided from Public Safety Interoperable Communication (PSIC) grant and State funds for this grant contract are provided from funds appropriated under Laws of Minnesota 2009, Chapter 83, Section 10, Subdivision 7(f).
- 3 The State is in need of enhanced public safety interoperable communications that will be achieved by providing communications equipment that provides local access to the Allied Radio Matrix for Emergency Response (ARMER) backbone.
- 4 The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

Grant Contract

1 Term of Grant Contract

- 1.1 **Effective date:** February 21, 2011, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Once this grant contract is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to Clause 4.2 of this grant contract. Reimbursements will only be made for those expenditures made according to the terms of this grant contract.
- 1.2 **Expiration date:** June 30, 2011, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

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

- 2.1 Acquire and install three 700/800 MHz trunked radios (control stations or fixed mobile radios) capable of operating on the ARMER backbone to provide the following interoperability with the ARMER system:
 - One radio for integration into the Grantee's Emergency Operation Center (EOC) or otherwise incorporated into the Grantee's disaster response capability to assure routine availability as part of the Grantee's disaster planning, training, exercise and actual disaster response.
 - Two radios for integration into the Grantee's Public Safety Answering Points (PSAP) operations to establish a capability for PSAP personnel to monitor a predetermined regional or local talkgroup for direct communication to the PSAP by state users and other ARMER system users and to establish a dispatch console based gateway capability allowing local communication resources to be patched to an appropriate ARMER interoperability talkgroup.
- 2.2 Where the public safety interoperability capabilities described in clause 2.1 already exists, the Grantee is authorized to acquire and use the three 700/800 MHz trunked radios (control stations or fixed mobile radios) at other locations consistent with the regional and state interoperability standards.
- 2.3 Where the Grantee subsequently becomes a full participant upon the ARMER system, the Grantee may integrate the 700/800 MHz trunked radios provided for in clause 2.1 into its transition to full participation provided that the Grantee is able to maintain the capabilities described in clause 2.1
- 2.4 Select 700/800 MHz trunked radios from the list of subscriber radios approved by the Statewide Radio Board (SRB) for operation on the ARMER system.
- 2.5 Grantee has or will submit a limited interoperability participation plan to operate the 700/800 MHz trunked radios provided for in clause 2.1 for approval to the appropriate regional radio board and to the Statewide Radio Board in accordance with SRB Standards prior to operation of those radios.

- 2.6 Grantee has or will execute a subscriber agreement, as necessary, to authorize operations of the 700/800 MHz trunked radios upon the ARMER system prior to the operation of those radios.
- 2.7 The grantee will select and designate a vendor for the programming of the 700/800 MHz trunked radios provided in clause 2.1 that is qualified to receive or has received the necessary and appropriate training from the Minnesota Department of Transportation.
- 2.8 Grantee will comply with the Single Audit Act Amendments of 1996 and Office of Management and Budget Circular A-133. Federal Audit Requirements, Exhibit A, is attached and incorporated and made part of this grant contract.
- 2.9 Grantee will comply with the requirements of the Public Safety Interoperable Communication Grant program contained in Federal Assurances, labeled Exhibit B, which is attached and incorporated in this grant contract.
- 2.10 Grantee will provide the State with information required to comply with National Environmental Policy Act applicable to the PSIC grant.
- 2.11 Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form, labeled Exhibit C, which is attached and incorporated into this grant contract,
- 2.10 Administer the grant according to the following budget:

Budget Category	Budget Amount
Equipment (including installation)	\$35,496.64

3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, 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 contract as follows:

- (1) **Compensation.** The Grantee will be paid an amount not to exceed \$35,496.64 upon the submission of the Grantee's invoice for the acquisition of and installation of equipment described in clause 2.9.
- (2) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will be paid in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations which is incorporated into this grant contract by reference. The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.
- (3) **Matching Requirements.** (If Applicable.) Grantee certifies that the following matching requirement, for the grant contract, will be met by the Grantee: \$0,000.00.
- (4) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$35,496.64.
- (5) **Maintenance and Operating Costs.** Grantee accepts responsibility for any costs, in excess of the Total Obligation, to install the equipment provided for in clause 2.1 and agrees to accept responsibility for the maintenance and operation of the equipment provided for in clause 2.1, including the cost of any software subscription agreement should the Grantee elect to maintain a software subscription agreement on the equipment.

4.2 **Payment**

- (1) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the acquisition and installation of equipment specified in clause 2.1 and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule.

A single itemized invoice will be submitted for the acquisition installation of communication equipment provided for in this grant. Final invoice must be received no later than July 29, 2011.

- (2) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant contract will be made in part from federal funds obtained by the State through CFDA number 11.555, Section 3006 of Public Law No. 109-171 as amended by Section 2201(a) of Public Law No. 110-53, and Section 4 of Public Law No. 109-459. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

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 Jackie Mines, Division of Emergency Communication Networks, Director, Department of Public Safety, 445 Minnesota Street, Suite 137, St. Paul, Minnesota 55101, phone (651-201-7550), 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 contract. 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 Gracia Nelson, Director, Roseau County Emergency Management, 606 – 5th Avenue Southwest, Roseau, Minnesota 56751, phone: 218-463-3375, email: gracia.nelson@co.roseau.mn.us. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Complete

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant contract, or their successors in office.
- 7.2 **Amendments.** Any amendment to this grant contract 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 contract, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or its right to enforce it.
- 7.4 **Grant Contract Complete.** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, 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 contract 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 contract.

9 State Audits

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract 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 contract.

10 Government Data Practices

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

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

11 Workers' Compensation

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

12 Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract 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 contract.

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 contract. Venue for all legal proceedings out of this grant contract, 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 cancel this grant contract at any time, 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 Insufficient Funding.** The State may immediately terminate this grant contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant 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 receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, 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, or pay other state liabilities.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

Grant Contract No. _____

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
DPS/FAS
Grantee
State's Authorized Representative

FEDERAL AUDIT REQUIREMENTS

1. For subrecipients that are state or local governments, non-profit organizations, or Indian tribes

If the grantee expends total federal assistance of \$500,000 or more per year, the grantee agrees to obtain either a single audit or a program-specific audit made for the fiscal year in accordance with the terms of the Single Audit Act Amendments of 1996.

Audits shall be made annually unless the state or local government has, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. For those governments, the federal cognizant agency shall permit biennial audits, covering both years, if the government so requests. It shall also honor requests for biennial audits by governments that have an administrative policy calling for audits less frequent than annual, but only audits prior to 1987 or administrative policies in place prior to January 1, 1987.

For subrecipients that are institutions of higher education or hospitals

If the grantee expends total direct and indirect federal assistance of \$500,000 or more per year, the grantee agrees to obtain a financial and compliance audit made in accordance with OMB Circular A-110 "Requirements for Grants and Agreements with Universities, Hospitals and Other Nonprofit Organizations" as applicable. The audit shall cover either the entire organization or all federal funds of the organization.

The audit must determine whether the subrecipient spent federal assistance funds in accordance with applicable laws and regulations.

2. The audit shall be made by an independent auditor. An independent auditor is a state or local government auditor or a public accountant who meets the independence standards specified in the General Accounting Office's "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions."
3. The audit report shall state that the audit was performed in accordance with the provisions of OMB Circular A-133 (or A-110 as applicable).

The reporting requirements for audit reports shall be in accordance with the American Institute of Certified Public Accounts' (AICPA) audit guide, "Audits of State and Local Governmental Units," issued in 1986. The federal government has approved the use of the audit guide.

In addition to the audit report, the recipient shall provide comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason it is not should accompany the audit report.

4. The grantee agrees that the grantor, the Legislative Auditor, the State Auditor, and any independent auditor designated by the grantor shall have such access to grantee's records and financial statements as may be necessary for the grantor to comply with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
5. Grantees of federal financial assistance from subrecipients are also required to comply with the Single Audit Act and OMB Circular A-133.
6. The Statement of Expenditures form can be used for the schedule of federal assistance.

Exhibit A

7. The grantee agrees to retain documentation to support the schedule of federal assistance for at least four years.
8. **Required audit reports must be filed with the State Auditor's Office, Single Audit Division, and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the grantee's fiscal year end.**

OMB Circular A-133 requires recipients of more than \$500,000 in federal funds to submit one copy of the audit report within 30 days after issuance to the central clearinghouse at the following address:

Bureau of the Census
Data Preparation Division
1201 East 10th Street
Jeffersonville, Indiana 47132

Attn: Single Audit Clearinghouse

The Department of Public Safety's audit report should be addressed to:

Minnesota Department of Public Safety
Office of Fiscal and Administrative Services
444 Cedar Street
Suite 126, Town Square
St. Paul, MN 55101-5126

Federal Assurances
FEDERAL EMERGENCY MANAGEMENT AGENCY

Assurances Non-Construction Programs (Page 1)

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified. As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.

FEDERAL EMERGENCY MANAGEMENT AGENCY
Assurances Non-Construction Programs (Page 2)

8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

FEMA Form 424B, (Rev. 7-97)

CERTIFICATION REGARDING LOBBYING
For State of Minnesota Contracts and Grants over \$100,000

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S.Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date

ITEM # Committee Reports
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request ▼	*Department ▼	*Board Meeting Date		
		Mar ▼	8 ▼	2011 ▼

*Subject Title (As it will appear on the agenda):
 Committee Reports

*Background (Provide sufficient detail of the subject):
 What follows are committee reports from Jack Swanson and Glenda Phillipe.

*Financial Consideration:

*Legal Consideration:

*Other Consideration:

*Resolution (Wording should reflect the intent of the Board vote):

Coordinator's Office Use (Do Not Write Below)

Date Received:	Comments:

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson						Passed
Phillipe						
Foldesi						Failed
Falk						
Walker						Tabled

ATTEST: **Teresa Klein, Board Clerk**

JACK SWANSON COMMITTEE REPORTS

FEBRUARY 22, 2011 - ETHICS COMMITTEE; MET W/ GLENDA PHILLIPE AND TRISH KLEIN ON A PROPOSED CODE OF ETHICS

FEBRUARY 23, 2011 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY

FEBRUARY 24, 2011 - STATEWIDE RADIO BOARD (SHOREVIEW); DISCUSSED REGIONAL INVOLVEMENT ON SRB COMMITTEES

FEBRUARY 24, 2011 - LEGISLATIVE COMMITTEE (ST PAUL); MET W/ REP. DAN FABIAN AND DNR ASSISTANT COMMISSIONER MIKE CARROLL

FEBRUARY 25, 2011 - LEGISLATIVE COMMITTEE (ST PAUL); MET W/ REP DAN FABIAN, A.M.C. POLICY ANALYST RYAN O'CONNOR AND M.R.C.C. EXECUTIVE DIRECTOR DAN LARSON ON GREATER MINNESOTA ADVISORY PANEL PROPOSAL

FEBRUARY 28, 2011 - PUBLIC HEALTH COMMITTEE; WORKED THROUGH PROPOSED PLAN FOR MASS DISPENSING OF MEDICATION & THE PROTOCOLS AND CHAIN OF COMMAND

FEBRUARY 28, 2011 - FLOOD MEETING; MET/ SHERIFF, CHIEF DEPUTY, WARROAD AND ROSEAU POLICE CHIEFS, HIGHWAY ENGINEER BRIAN KETRING AND WARROAD AND ROSEAU CITY OFFICIALS ON FLOOD PREPARATION

MARCH 1, 2011 - DEPARTMENT HEADS MEETING; TONY MURPHY (BELTRAMI COUNTY ADMINISTRATOR) PRESENTED OUTCOMES-BASED MANAGEMENT APPROACH TO LOCAL GOVERNMENT

MARCH 1, 2011 - REGIONAL RADIO BOARD; MET W/ EMERGENCY MANAGER GRACIA NELSON AND BELTRAMI COUNTY OFFICIALS ON FINANCIAL PLAN LANGUAGE

MARCH 1, 2011 - ROSEAU COUNTY TOWNSHIP OFFICERS ASSOCIATION

MARCH 2, 2011 - ROSEAU RIVER WATERSHED BOARD

MARCH 2, 2011 - COMMUNITY JUSTICE COORDINATING COMMITTEE

MARCH 3, 2011 - NORTHERN COUNTIES LAND USE COORDINATING BOARD (CHISHOLM)

MARCH 7, 2011 - ROSEAU CITY COUNCIL

Glenda A. Phillipe
Roseau County Board of Commissioners
February 2011 Committee Activity

February 1 - County Department Heads - Roseau

Chris Stauffer presented an overview of IT; ongoing projects and future projects.

February 2 - Area Agency on Aging - TRF

Bunness/Polk elected chair; Younggren/Kittson elected vice; Goodard/Legal Services presented 2011 education sessions/needs suggestions for additional classes; nutrition program short \$70,000/2012; GAP offered to promote ElderCare program in Roseau County.

February 8 - County Board - Roseau

Regularly-scheduled meeting

February 9 - Lake Township Board Meeting - Warroad

Purchasing sand for sandbags – Lake Township residents' use; bags from G. Nelson; sand stored at Town Hall; dates discussed/set for budget meeting, audit, election, annual meetings; S. Johnson culvert concerns were given to GAP.

February 14 – City Council – Warroad

Airport runway overlayment 2011 summer; L. Hardwick appointed to Northwest Regional Library Board; discussed and tabled contract with MarKit Recycling - concern about contamination statement; administrator will research; municipal services for development of Cherne Property were reviewed.

February 15 - Roseau County Social Services – Roseau

Regularly-scheduled meeting attended by all commissioners.

Minutes reflect action/discussion.

February 15 - Roseau County Highway Department – Roseau

Meeting attended by all commissioners. Minutes reflect action/discussion.

February 21 - Roseau County Committee on Aging – Roseau

Bill Cain from Warroad attended the meeting and agreed to serve on the committee as District One representative. The RCCoA recommended the Roseau County Board appoint Bill Cain as District One representative.

Gayle Gustafson, Senior Medical Travel Coordinator, resigned from her position effective March 9, 2011. Frances Olimb, FAR North driver, will man the phones in Gayle's absence. Ads for the SMT position will be placed. An appreciation dinner for FAR North drivers and SMT drivers is tentatively planned for April. Bus purchase planned for 2012.

February 22 – Roseau County Board – Roseau

Regularly-scheduled meeting.

Following the meeting, Swanson, Klein, and Phillipe reviewed and edited the Roseau County Code of Ethics for Public Officials.

February 22 – Roseau County Committee on Aging - Roseau

Steve Butler, Sandy Otto, and Glenda Phillipe met at RCCoA to write an ad for the position of Senior Medical Travel Coordinator.

February 23 – Warroad Watershed Board – Warroad

Board members concerned about lack of directors' and officers' liability insurance. Concern about the sizes of the culverts under the RR tracks east of 313. Contacting CN regarding replacement of the culverts. May involve Brian King, U.S. Customs, in request to increase culvert sizes.

February 25 – Pembina Trail RC&D Annual Meeting – Red Lake Falls

Took new council member, Marguerite Miller, to meeting. She volunteered to serve as secretary for the MARC&D. Funding for RC&Ds has been eliminated. George Swentik, MARC&D president, painted a gloomy outlook for the future of RC&Ds. If funding isn't restored, the RC&Ds will lose their directors and administrative assistants, which would spell disaster for the RC&Ds. The annual plan was presented. Committee positions were assigned. Concern about lack of directors' and officers' liability insurance. Roseau County's 4-H rain barrel project was nominated as Pembina Trail RC&D's entry for the MARC&D outstanding youth project. Phillipe was nominated as outstanding council member.

February 28 – Public Health Emergency Preparedness – Roseau

Presentation by Julie Pahlen.

February 28 – Warroad City Council - Warroad

Concern about impending flood. City responsible for its sand; Lake Township responsible for its sand. Deferred special assessments payable in 2012 being sent to the county. Approved Warroad Community Ed request for summer ed program financial support. Appointed Dick Soderberg, Jeff Parker, Dave Paulson, Greg Boynton, and Glenda Phillipe to airport zoning board.

March 1 – County Department Heads – Roseau

Tony Murphy, Beltrami County Administrator. Strategy Aligned Management.

March 1 – Roseau County Township Officers Association - Roseau

Russell Walker spoke on behalf of the commissioners. Brian Ketring, Martha Monsrud, and Steve Gust addressed the township officers. Officers were elected.

March 6 – One Woman 2011 – Roseau

Cut ribbon for exhibit.