
October 23, 2012

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on October 23, 2012 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

8:45 Delegations/Board Appointments/Public Comments*

8:45 Consent Agenda

1. October 9, 2012 Proceedings
2. Hazard Mitigation Assistance Planning Grant

8:50 Department Reports

1. Assessor's Office
 - a. RRWD Taxable Status
 - b. Roseau County Trailblazers Taxable Status
2. Sheriff's Office
 - a. Investigator Hire
 - b. Part-time Deputy Hire
3. Auditor's Office
 - a. Tax Forfeited Land Sale Resolution
 - b. Cost Allocation Plan
4. Highway Department
 - a. Ditch 91 Petitions
 - b. Layton Oslund's Gravel Contract - Amendment No. 1

9:45 BREAK

10:00 County Board Items

1. Roseau River Watershed District Lease
2. Letter of Support for the 2012 Minnesota Rural Flex Grant Program
3. Commissioner Committee Reports

10:30 Unfinished Business

10:30 Adjourn

***Limited to five minutes**

County Coordinator's Office e-mail address: annmarie.miller@co.roseau.mn.us, Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Miller, Ann Marie ▼	Administrative Assistant ▼	Oct ▼	23 ▼	2012 ▼

Amount of time being requested:

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

***Background (Provide sufficient detail of the subject):**
 Proceedings from the October 9, 2012 Board meeting are being submitted for Board review and approval.

***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: Jeff Pelowski, Interim Coordinator

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

October 9, 2012

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, on Tuesday, October 9, 2012.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

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

APPROVAL OF AGENDA

A motion to approve the agenda as written was made by Commissioner Phillipe, seconded by Commissioner Foldesi and carried unanimously.

APPROVE BILLS

A motion was made by Commissioner Falk, seconded by Commissioner Foldesi and carried unanimously to approve the payment of the following bills:

Warrants Approved For Payment 9/27/2012

Vendor Name	Amount
AFLAC	2,564.92
HOLTHUSEN CONSTRUCTION INC	12,410.55
MN DEPT OF FINANCE -TREAS	3,309.00
NELSON/GRACIA C	2,901.50
12 Payments less than 2,000.00	6,727.06
Final Total:	27,913.03

Warrants Approved For Payment 10/05/2012

Vendor Name	Amount
CENTURYLINK	2,817.64
JOHNSON OIL CO INC	2,690.14
JOHNSON/LAURE A	3,526.88
MN DEPT OF FINANCE -TREAS	4,484.50
NW MN SERV COOP-BLUE CROSS BLUE SHIELD	64,565.00
RIVERFRONT STATION	5,167.66
18 Payments less than 2,000.00	12,264.49
Final Total:	95,516.31

Warrants Approved On 10/09/2012 For Payment 10/12/2012

Vendor Name	Amount
CONN TRUCKING-DBA	3,340.00
D-A LUBRICANT CO. INC.	7,225.98
DEPT OF NATURAL RESOURCES	2,648.00
FARMERS UNION OIL CO-LK BRNSN	3,994.97
FARMERS UNION OIL CO-WARROAD	7,227.54
GENERAL EQUIP & SUPPLIES INC	6,872.06
INFORMATION SYSTEMS CORP	3,205.72
M & R SIGN CO INC	3,649.53
MAR-KIT LANDFILL	33,848.70
MN DEPT OF CORRECTIONS STS	28,917.00
MN DEPT OF TRANSPORTATION	3,522.19
NINTH JUDICIAL DISTRICT	6,049.46
NORTHERN RESOURCES COOPERATIVE	23,045.31

NORTHLAND TIRE	2,168.25
NUSS TRUCK & EQUIPMENT	90,733.13
RDO EQUIPMENT COMPANY	5,653.69
REGENTS OF U OF MINNESOTA	16,224.99
ROSEAU CO COOP ASSN	50,895.73
ROSEAU CO HWY DEPT	13,186.91
SAFETY COMPLIANCE SERVICES-DBA	3,350.00
SJOBERG'S INC	2,668.25
SYNERGY GRAPHICS	10,224.50
TITAN MACHINERY	19,731.85
TRUE NORTH STEEL	5,407.66
UND FORENSIC PATHOLOGY	2,000.00
VOYAGEURS COMTRONICS CORPORATION	2,405.82
ZIEGLER INC	9,811.63
78 Payments less than 2,000.00	27,914.83
Final Total:	395,923.70

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Lake of the Woods Water Sustainability Foundation

Foundation Executive Director Todd Sellers, Board Director Joan Richardson and member Richard Sjoberg met with the Board to present an update on current research and international coordination activities and activities planned for the future.

State Auditor's Hoffman, Dale and Swenson

Manager Colleen Hoffman met with the Board to present Roseau County's 2011 Government Audit.

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Falk, seconded by Commissioner Foldesi and carried unanimously. The Board, by adoption of the Consent Agenda, approved the September 25, 2012 Proceedings; approved submission of the DEED Small Cities Grant Pre-proposal; and approved proceeding with the Jail HVAC project.

In addition, a motion to approve a quote from Gartner refrigeration for HVAC retrofits in the jail, in the amount of \$14,800.00, to be paid out of the Capital Expenditure Fund, was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously.

DEPARTMENT REPORTS

County Auditor

By request from Auditor Martha Monsrud, a motion to execute the State of Minnesota Joint Powers Agreement appointing Monsrud as the Deputy Recount Official, effective October 1, 2012 through December 31, 2012, was made by Commissioner Falk, seconded by Commissioner Phillipe and carried unanimously.

By request from Auditor Monsrud, a motion was made by Commissioner Phillipe, seconded by Commissioner Foldesi and carried unanimously to adopt the following resolution:

2012-10-01

RESOLUTION AUTHORIZING PUBLIC AND PRIVATE SALE OF TAX-FORFEITED LANDS

BE IT RESOLVED that all parcels of tax forfeited land listed on the List of Tax-Forfeited Land # 681201 is classified as non-conservation land; that that basic sale price of each parcel on the List of Tax-Forfeited Land that is on file with the County Auditor be approved and authorization for a public and private sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held by the Roseau County Auditor at 2:00 pm, on November 9, 2012, at the Roseau County Courthouse Boardroom, for not less than the basic sale price; and that all sales shall be for full payment on the day of the sale.

BE IT FURTHER RESOLVED that the conditions and terms of the sale shall be described in the list contained herein and approved by the Roseau County Board of Commissioners.

**TERMS FOR THE PUBLIC AND PRIVATE SALE OF TAX FORFEITED LAND
IN ROSEAU COUNTY
November 9, 2012**

PUBLIC SALES: All tax forfeited land is offered at public auction and sold to the highest bidder. The minimum bid acceptable is the basic sale price that is shown on the list of tax forfeited land. The basic sale price is equal to the appraised value or the appraised value plus any extra charges for special assessments levied after forfeiture or for timber value as appraised by the Minnesota Department of Natural Resources.

PRIVATE SALES: Note: Eligible purchasers are landowners whose property adjoins the parcel of tax-forfeited land. All tax forfeited land is offered at private auction are sold to the highest bidder of the adjoining land owners. The minimum bid acceptable is the basic sale price that is shown on the list of tax forfeited land. The basic sale price is equal to the appraised value or the appraised value plus any extra charges for special assessments levied after forfeiture or for timber value as appraised by the Minnesota Department of Natural Resources.

FEES: The following fees will be collected at the time of sale: State assurance account surcharge, 3%; State Deed Fee, \$25; Deed Filing Fee, \$46.00; and State Deed Tax, equal to the greater of \$1.65 or 0.33% of the basic sale price.

PAYMENT TERMS: CASH—FULL PAYMENT AT TIME OF SALE. Payment includes timber value and special assessments levied after forfeiture.

SPECIAL ASSESSMENTS: The balance of any special assessments that were levied before forfeiture and cancelled at forfeiture are not included in the basic sale price may be reassessed by the municipality. These special assessments are shown on the list of tax forfeited land under the column entitled "Assessments Before Forfeiture."

It is the responsibility of the prospective buyer to contact the city/township to determine special assessments that may have been canceled and may be subject to reassessment.

Any special assessments that were levied after forfeiture and certified to the county auditor have been added to the appraised value. Any clean-up costs have also been added to the appraised value. These costs are paid by the purchaser as part of the basic sale price.

CONDITIONS: Sales are subject to the following restrictions on the use of the properties: existing leases, building codes and zoning laws, and easements obtained by any government subdivision or agency thereof for a public purpose. The appraised value does not represent a basis for future taxes. Contact the city or township where the land is located for details of building codes or zoning laws.

All property is sold "as is" and may not conform to local building and zoning ordinances. Roseau County makes no warranty that the land is "buildable". All sales are final, and no refunds or exchanges are permitted. Roseau County is not responsible for location or determining property lines or boundaries. Access to the property is the responsibility of the buyer.

TITLE: PROOF OF OWNERSHIP: The buyer will receive a receipt at the time of the sale. The Department of Revenue will issue a State quitclaim deed after full payment is made. A State deed has the characteristics of a patent from the State of Minnesota.

SETTLEMENT IS FINAL: No warranties as to physical condition of the property have been made by Seller, its Employees or Agents; any warranties of physical condition of the property are void. The Seller, its Employees or Agents, have no further responsibility or liability with respect to the condition or management of the property.

FOR ALL LAND NOT IN A PLATTED SUBDIVISION: There are restrictive covenants required for marginal lands and wetlands including lands in Auditor's Subdivisions (see Minnesota Statutes, Section 103F.535, Subd. 2, and Minnesota Statutes Section 282.018, Subd. 2.)

FORMER OWNERS: Must pay the purchase price or the amount of delinquency, whichever is more, pursuant to Minnesota Statutes Section 282.01, Subd. 7.

IN ORDER TO PROTECT YOUR LEGAL INTERESTS, WE RECOMMEND THAT YOU CONSULT WITH YOUR ATTORNEY ON LEGAL MATTERS.

PARCELS NOT SOLD AT PUBLIC OR PRIVATE AUCTION: Parcels not sold at the sale may be purchased after the sale by paying the basic sale price of the parcel. The basic sale price cannot be changed unless the parcel is re-appraised, republished, and again offered at a later public sale.

County Assessor

Per MN Statute MS 273.061 Subd. 2, the County Board must appoint its Assessor every four years. A motion to re-appoint Allen Heim as the Roseau County Assessor for a four year term beginning January 1, 2013 concluding December 31, 2016, was made by Commissioner Falk, seconded by Commissioner Foldesi and carried unanimously.

Roseau River Watershed Taxable Status

Assessor Heim met with the Board to discuss granting tax exempt status to the Roseau River Watershed District on three parcels in Jadis Township. The RRWD does qualify for tax exempt status though the taxes on the parcels must be current to do so. Because taxes are delinquent on these three parcels, interest and penalties have been

assessed. Clarification is needed on whether or not interest and penalties can be assessed to a Watershed. This matter was tabled until the October 23, 2012 Board meeting in order to obtain that clarification.

Roseau County Trailblazers Taxable Status

Assessor Heim update the Board on the taxable status of the abandoned rail line between Roseau and Warroad now owned by the Roseau County Trailblazers. At the time of the sale, the Department of Revenue was not informed of the "abandoned" status therefore the property is still being valued at an operating property rate. The Trailblazers will qualify for exempt status when the taxes on the property are made current. . Clarification is needed on whether or not a portion of the taxes were paid at the time of the sale and whether or not the trail property should have been re-classified at the time of the sale. This matter was tabled until the October 23, 2012 Board meeting in order to obtain that clarification

County Highway Department

Engineer Ketring met with the Board to discuss the consolidation of the of the State Ditch 20 system with the State Ditch 69 system. The Board, acting as the Drainage Authority for these two systems, can initiate this process on its own motion. A motion was made by Commissioner Foldesi, seconded by Commissioner Falk and carried unanimously to adopt the following resolution:

2012-10-02

WHEREAS, MS Statute 103E.801 states that the Roseau County Board, acting as drainage authority for the SD 69 and SD 20 systems, has the authority to consolidate ditch systems for the purpose of more efficient administration of these systems.

NOW, THEREFORE BE IT RESOLVED that the Roseau County Board has scheduled a hearing to seek public comment on the consolidation of SD 20 into the SD 69 for November 13, 2012, 8:45 a.m. in the Roseau County Commissioners Meeting Room.

Engineer Ketring updated the Board on the options available for the State Ditch 91 system for future discussion.

Environmental Office

Environmental Officer Jeff Pelowski met with the Board to discuss the 2013 Market Price for delivery of solid waste management services in Roseau County. Pelowski noted that the price of \$45.00 per ton is unchanged from 2012. A motion was made by Commissioner Phillippe, seconded by Commissioner Falk and carried unanimously to adopt the following resolution:

2012-10-03

WHEREAS, Minnesota Statutes Chapter 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and

WHEREAS, the political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, Market Price is defined in State Statute as the “lowest price available in the area”; and

WHEREAS, Roseau County has researched and identified the lowest viable Market Price available in the area; and

THEREFORE BE IT RESOLVED, the County declares the Market Price for all MSW generated in Roseau County to be \$45.00 per ton, based upon the lowest price available in the area (ie. direct haul price to the Mar-Kit Sanitary Landfill), for CY 2013.

COMMISSIONER COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Solar and Wind Ordinance Workshop, 9/26/12; AMC Policy Committee meetings, 9/27 – 9/28/12; Roseau River Watershed Board, 10/3/12; Courthouse Department Head meeting, 10/3/12; Operations Committee, 10/3/12.

Commissioner Foldesi reported on the following committee meeting(s): Two Rivers Watershed Board, 10/3/12; DNR Firefighters, Greenbush, 10/4/12.

Commissioner Phillippe reported on the following committee meeting(s): AMC Policy Committee meetings, 9/27 – 9/28/12; Lake of the Woods, Warroad River Watershed and Willow River World Café, 10/2/12; Sheriff’s Committee, 10/3/12; Courthouse Department Head meeting, 10/3/12; Operations Committee, 10/3/12; Community Justice Coordinating Committee, 10/3/12; Lake Township Board, 10/3/12; Warroad City Council, 10/9/12; Warroad School Board, 10/9/12.

Commissioner Swanson reported on the following committee meeting(s): Health Fair Committee, 9/26/12; Roseau City Council, 10/1/12; Roseau Convention and Visitors Bureau, 10/1/12; Roseau Community Education Committee, 10/3/12; Sheriff’s Committee; Courthouse Department Head meeting, 10/3/12; Operations Committee, 10/3/12; Community Justice Coordinating Committee, 10/3/12.

Commissioner Walker reported on the following committee meeting(s): Warroad River Watershed Board, 9/26/12; Lake of the Woods, Warroad River Watershed and Willow River World Café, 10/2/12; Courthouse Department Head meeting, 10/3/12; Operations Committee, 10/3/12.

Upon motion carried, the Board adjourned the regular meeting at 12:15 p.m. The next regular meeting of the Board is scheduled for October 23, 2012 at 8:30 a.m.

Attest:

Date: _____

Jeff Pelowski, Interim County Coordinator
Roseau County, Minnesota

Russell Walker, Chair
Board of County Commissioners
Roseau County, Minnesota

ITEM # Consent 2
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Nelson, Gracia ▼	Emergency Management ▼	Oct ▼	23 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Request approval to apply for a Hazard Mitigation Assistance Planning Grant

***Background (Provide sufficient detail of the subject):**
 Roseau County's Mitigation Plan is due to be updated by March 31, 2013. Request approval to apply for a Hazard Mitigation Assistance Planning Grant in the amount of \$34,000.

***Financial Consideration:**
 There is a 75/25 % cost share, with Roseau County's share being covered by in-kind duties.

***Legal Consideration:**
 0

***Other Consideration:**
 Application was previously made in May 2012 for the Mitigation Grant - but it was held up at the state HSEM Office. They are requesting that we resubmit the application. I have worked with Michael Kemp, Integrated Solutions Consulting and am requesting that we contact him to be our planning consultant.

***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: Jeff Pelowski, Interim Coordinator



STATE OF MINNESOTA
 Department of Public Safety
 Division of Homeland Security and Emergency Management
 445 Minnesota Street, Suite 223
 St. Paul, MN 55101-6223
 (651) 201-7400

**HAZARD MITIGATION ASSISTANCE
 PLANNING GRANT APPLICATION**

Directions:

1. Complete all sections. Boxes expand as you type.
2. Return completed application to the above address, attention State Hazard Mitigation Officer.

A. PLAN INFORMATION

Name of Organization/Agency: Roseau County Emergency Management

Type of Plan (check one):

- Multi-Jurisdiction Plan Single Jurisdiction Plan Tribal Community Plan

If the jurisdiction already has an approved mitigation plan: Plan approval date: March 27, 2008 .

Note: Attach a copy of the Plan Requirements Crosswalk supplied by FEMA when the current plan was approved.

List the communities participating in the plan (county, cities, and/or tribal communities):

Roseau County, Warroad, Roosevelt, Badger, Greenbush, and Strathcona

Note for Multi-Jurisdictional Plans: A Statement of Interest in All-Hazard Mitigation Planning for cities listed above are required to be submitted with this application. Townships are optional.

Eligible Planning Activity (check one):

- New Plan Development Five Year Update

Note: Jurisdictions with no plans should check *New Plan Development*. Jurisdictions with plans already approved by FEMA should check *Five Year Plan Update* and also determine:

Resolution: applicant has passed or is in the process of passing a resolution authorizing participation in program and designating a signatory.

This document is attached pending other (explain)

Federal Tax ID #/FEIN 41-6005889	DUNS Number http://fedgov.dnb.com/webform 05-181-8290	FIPS Code Search by State & county: http://www.census.gov/geo/www/fips/fips65/
		Search by State: http://mcdc.missouri.edu/webrepts/commoncodes 27135

US Congressional Districts http://www.nationalatlas.gov/printable/congress.html#mn 7	State Legislative Districts	
	Senate	House

Plan Title: Roseau County All Hazard Mitigation Plan Update

Planning Approach

1. Provide a detailed explanation of expected deliverables:

The expected deliverable is that the updated hazard mitigation plan for Roseau County will be approved by FEMA upon completion of the planning process. Each jurisdiction will participate in the planning process with the goal of developing mitigation strategies that will reduce the impact of natural disasters in their communities.

The Roseau County Emergency Management wants a functional plan that will be useful well into the future.

2. State how the community or the communities have benefited from the current approved plan, specifically from the reduction of the impacts from natural hazards.

The City of Roseau has benefitted from the flood mitigation projects that were installed previous to the recent high water events in 2009 and 2011. The most current project is that the city was broken into sections and elevations were developed for each section by the use of linear mapping. The East Diversion Phase I construction was started in 2010 with completion in the spring of 2011. Phase II completions began April 2012 with a projected finish date of the end of 2013.

Roseau County is currently in the process of developing an application to fund the construction of public saferoom.

3. Review FEMA's crosswalk for current plan. List items that were recommended for improvement and how they will be addressed.

The plan update will meet all the current FEMA planning guidance. In doing so, the plan will include the recommendations from FEMA's initial plan review. The plan will address the vulnerability of structures by including flood plain maps for each municipality that illustrate their vulnerability also with loss estimates in number and value. Vulnerability of structures will be addressed for all other natural hazards.

4. List the natural hazards the plan will address.

Winter Storms, Summer Storms, Tornado and Windstorm, Flood, Drought and Extreme Heat, Wildfire, Subsidence and Karst

B. CONTACT INFORMATION

PRIMARY POINT OF CONTACT	ALTERNATE POINT OF CONTACT
Name: Gracia Nelson	Name: Russell Walker
Title: Emergency Management Director	Title: Roseau County Board Chairman
Agency: Roseau County HSEM	Agency: Roseau County
Address: 606 5 th Avenue SW, Room 132	Address/P.O. Box Number: 606 5 th Avenue SW
City: Roseau Zip Code: 56751	City: Zip Code: 56751
Telephone Number: 218.3463.3375	Telephone Number: 218.3463.4252
Fax Number: 218.463.3252	Fax Number: 218.463.3252
Email Address: gracia.nelson@co.roseau.mn.us	Email Address: wha@mncable.net

C. Scope of Work

Explain *how* the community intends to develop or update the mitigation plan. Quarterly reports should reflect work complete in each of the following sections.

1. Organizing Resources

The initial step of the plan update is to organize the resources needed for successful plan revision. The Roseau County Emergency Management Director (EMD) is responsible to oversee the plan update process. The first step is to organize the Hazard Mitigation Planning Team and to contract with a consultant.

The mitigation team will consist of county agencies involved in mitigation and representatives from the cities. The team will be responsible for taking items to review from the risk assessment and mitigation actions back to their agencies or jurisdictions to get input. Other public and private agencies will be invited to participate in team meetings to obtain a wide range of input into the plan. It is anticipated that there will be a kickoff meeting to discuss the mitigation planning process and to schedule reviews and meetings. There probably will be several meetings to review the risk and vulnerability assessment and to review and update the mitigation strategies. The last meeting will be a public meeting after the plan is revised by the consultant in order to incorporate public comment into the plan.

Jurisdictions will be informed that they are required to participation in all phases of the plan update process to be approved for FEMA Hazard Mitigation Assistance funding.

The county will use its procedures to follow 44 CFR §13.36 when procuring the services of the consultant. The consultant is expected to complete its portion of the scope of work which includes but is not limited to:

- Assist the EMD in developing agendas for meetings and facilitating discussions about the risk and vulnerability assessment and develop mitigation strategies. The consultant will also give expert advice on how to meet FEMA mitigation planning guidance.
- Gather information about the communities that will result in a comprehensive capability assessment which includes comprehensive plans, NFIP information, floodplain ordinances, building codes, planning codes, or any other facet of the jurisdiction that relates to hazard mitigation.
- Gather data that will result in a comprehensive risk and vulnerability assessment. This data will lead to maps and/or loss estimates that show vulnerability from flood and tornado.
- Revise the plan so that it meets the standards of the EMD and also meets FEMA planning guidance. Support for plan revision will continue throughout State and FEMA review process until a final copy is produced after the county adopts the plan and FEMA sends its approval for the county.
- The plan and all supporting data will be turned over to the county so that it may use during future plan updates.

Start: Month 0 Complete: Month 10

2. Risk and Vulnerability Assessment

Hazard Identification – The plan has been monitored and reviewed since it was approved. The hazard will not be revised based on the maintaining of the plan. HSEM staff recommendation of dams and levees will be added after further review.

The risk assessment will be updated to show the impact of disasters that Roseau County has encountered since the plan was approved. Also, the mitigation projects that have been completed or are in progress will be taken into account. In doing so the location, extent, impact, and probability will be revised. Mapping of specific hazard areas and summary of potential loss estimates will be developed to show the mitigation team, stakeholders, and the public vulnerability due to natural hazards. Examples of the hazards that may be mapped are flood and wildfire. The risk and vulnerability assessment will be the key in developing solid mitigation strategies.

The risk and vulnerability assessment will be reviewed by the mitigation planning team and other invited participants may possibly involve two meetings. The review assessment will be reviewed during the first meeting with the intent of the team sharing the information with stakeholders in their jurisdictions. The

second meeting will be to obtain the feedback to revise the assessment and for the jurisdictions to rank the risks to their communities.

The EMD will consider sharing the risk assessment with HSEM mitigation staff to determine if it meets requirements before proceeding with the review and development of mitigation strategies.

Start: Month 2 Complete: Month 6

3. Mitigation Strategies

A summary of participation in the NFIP and a capability assessment will be developed to support the development of mitigation strategies. Details about eligible projects through the Hazard Mitigation Assistance program will be summarized to assist in identifying potential projects that may be funded through this program. The participating jurisdictions will include the mitigation strategies in the local planning processes identified in the planning process.

The mitigation strategies have been reviewed and updated through the plan maintenance process from the initial plan. The status of the strategies to determine if they are complete, ongoing, deleted, or deferred. New strategies will be considered through the STAPLE+E process. The priority and benefit cost will be determined as part of this process and listed in the plan.

The consultant will revise all sections of the plan upon completion of developing strategies with the hazard mitigation planning team. The EMD and team will review the plan before the public meeting.

Start: Month 6 Complete: Month 8

4. Public Review

There will be variety of ways to involve the public such as publishing the revised plan on the county website to get input, personal invitations to the meeting by team members, and posting a public notice. Public meetings will be scheduled per input from the team members and the consultant.

Start: Month 8 Complete: Month 9

5. State Review/FEMA Review

The consultant will incorporate all of the team's final revisions and will print thirty (30) copies, and a digital version of the plan to submit to the EMD within two (2) weeks after the receipt of final review comments. HSEM's Local Plan Review Aid, which shows how all mitigation planning requirements were met, will also be submitted with the plan.

The county will then submit copies of the final draft and a requirements document to the Minnesota Homeland Security and Emergency Management Agency (HSEM) for approval. HSEM will then submit the plan to FEMA after all requirements are met. The county and the consultant will revise the plan to meet requirements throughout the review process.

When approved "pending local adoption" by FEMA, the EMD will present the plan before the County Commissioners for formal adoption. The county resolution will be sent to HSEM for processing. FEMA will issue a letter of approval. The letter of approval for the county concludes the scope of work for this project.

A final copy of the plan with the resolutions of adoption will be sent to HSEM for FEMA's approval of the cities to participate in the Hazard Mitigation Assistance program. The final plan should be received by HSEM no later than six months after the county was approved.

Start: Month 9 Complete: Month 12

D. BUDGET DETAIL

List all eligible costs associated with the writing or updating of this plan. Do not include contingency costs in the budget. Local match may be cash, in-kind, or a combination of both. Only Direct Project Costs are allowed. The items listed below are examples of eligible costs related to mitigation planning. Multiple lines may be needed to detail a variety of participating staff.

ITEM	FEDERAL / LOCAL SHARE	QTY.	UNIT	UNIT COST	COST ESTIMATE
Consultant Services	Federal	1	each	\$25,500	\$25,500
Emergency Management Agency (EMA) Staff	Local	78	hour	\$30	\$2,340
Mitigation Plan Update Committee	Local	75	hour	\$20	\$1,500
City Staff	Local	198	hour	\$20	\$3,960
Public Participation	Local	36	hour	\$10	\$360
Supplies (see budget narrative)	Local	1	each	\$340	\$340
				Total Cost	\$34,000
				75%	\$25,500
				25%	\$8,500

1. Costs incurred prior to the date of the grant award are not eligible for reimbursement.
2. Applicant match salaries should include both base and fringe.
3. No federally funded salaries are allowed to be used as local match.
4. When calculating the Federal and Local cost share, the Federal share total must be rounded down to the whole dollar and Local share must be rounded up to the whole dollar.

E. BUDGET NARRATIVE**1. Contractual Planning Services:**

A consultant will gather data for the plan, facilitate meetings, develop HAZUS-MH and GIS based lost estimates and revise the plan. The consultant will be involved with Tasks 1 through 5 as detailed in Section C. Scope of Work. The estimate for these services is \$25,500.00. This information was provided by HSEM mitigation staff based on applications for similar counties.

Tasks	Hours
Task 1: Organize Resources	40
Task 2: Risk and Vulnerability Assessment	96
Task 3: Mitigation Strategies	55
Task 4: Public Review	50
Task 5: State/FEMA Review	26
Total	267

2. County and City Staff Contribution

The following county and city staff, are committed to participate in this planning process.

Committee Meetings:

Mitigation Plan Update Committee	\$20.00 X 3 hours X 4 members X 5 meetings =	\$1200.00
City Staff	\$ 20.00 X 3 hours X 5 meetings X 12 cities =	<u>\$3600.00</u>
	Total	= \$4800.00

Agency Coordination:

Coordination with the consultant includes responding to questions, information requests, review of invoices, interaction with the Mitigation Plan Update Committee, and contacts with other municipal and county officials to obtain information.

EMA	\$30.00 X 40 hours =	\$1200.00
-----	----------------------	-----------

Risk Assessment:

Office research and small group meetings are utilized to gather and verify information and to also identify critical facilities.

Mitigation Plan Update Committee	\$20.00 X 3 hours X 5 members =	\$300.00
City Staff	\$ 20.00 X 3 hours X 6 cities =	<u>\$360.00</u>
	Total	\$660.00

Mitigation Projects / Prioritization:

County Staff are asked to participate in a subcommittee to develop a prioritization strategy. Concurrently, county and municipal staff are also asked to meet among their jurisdictions to develop a list of mitigation projects before the third and fourth Committee Meetings. The county EMA staff will work with each of the municipalities.

EMA	\$30.00 X 2 staff X 19 hours =	\$1140.00
-----	--------------------------------	-----------

Total County and City Staff Contribution: \$7800.00

Public Meetings

It is anticipated that there will be at least 36 hours of meeting attendance by members of the public. Their participation is valued at \$10 per hour for a total of \$360.

3. Supplies

County officials estimate the following supplies will be used during the planning process:

Binders	26 @ \$7.00/unit =	\$182.00
Pads	36 @ \$1.00/unit =	\$ 36.00
Pens	20 @ \$0.60/unit =	\$ 12.00
Markers	10 @ \$1.00/unit =	\$ 10.00
Photocopies	1000 @ \$0.10/unit =	<u>\$100.00</u>
Total		\$ 340.00

E. CERTIFICATION

I certify to the best of my knowledge and belief that the information provided in this application and supporting documentation is true and correct. I also have the legal authority to apply for assistance on behalf of the applicant. It is also **understood that no work will begin until** a sub-grantee agreement is fully executed.

Signed for the applicant:

GRACIA C NELSON

Typed name

Gracia C Nelson *Director Russian City HSEM* *10-11-12*

Signature

Title

Date

Letter of Commitment of Funds

Roseau County
606 5th Ave. SW
Roseau, MN 56751

As a potential sub-grantee in a Hazard Mitigation Assistance (HMA) Program, Roseau County hereby commits the matching funds necessary for the proposed Roseau County All Hazard Mitigation Plan Update.

After FEMA approval and during project implementation, Roseau County acknowledges that it is responsible for providing a minimum of 25% of all eligible project costs or a minimum of \$8500 in local matching funds to comply with all grant cost share requirements.

As signed, we understand the responsibilities of a sub-grantee participating in the HMA program and hereby authorize the use of these non-federal funds for this proposed project.

Signature of Authorized Representative

Date

Signature of Authorized Representative

Date

Signature of Authorized Representative

Date



FEMA



Choosing Contracting Help for Your Local Hazard Mitigation Plan

Developing a local mitigation plan will require active participation and leadership from the jurisdiction(s) involved. However, you also may need or want to have outside assistance with the planning process and writing the plan document itself. Leading the mitigation planning process does not necessarily require formal training in planning, but sometimes it is helpful to hire persons with expertise to assist you in all or portions of the planning process. For example, you may need assistance if:

- You wish to have targeted assistance in identifying hazards, risks, and vulnerabilities, and in performing loss estimates;
- You feel you need an outside facilitator to manage public meetings or to assist in goal setting or prioritizing; or
- No one in the community feels comfortable leading the planning process, or has the time to devote to it.

There are several different options when considering outside assistance for plan development. In addition to private consultants, consider contracting with your regional planning agency, or working with a local university with community planning or emergency management degree programs. Before enlisting outside assistance from any of these sources, consider their experience, the scope of work, the extent of the assistance to be provided, and how those involved will interact with local community representatives, both staff and volunteers.

The following resources are available for helping answer questions regarding how to select assistance with developing a Local Hazard Mitigation Plan

<http://www.planning.org/consultants/choosing/part1.htm>

<http://www.planning.org/consultants/choosing/>

<http://www.lpa.state.mn.us/pdf/Choosingconsultant.pdf>

Successful Hazard Mitigation Plans have a community champion who sets a positive tone, manages expectations of the planning team, sets milestones and keeps the schedule on track, and coordinates regularly with the hired consultant. Be involved!

Be sure the Hazard Mitigation Plan reflects your community! Nothing is more disappointing than to invest community time and money into a Hazard Mitigation Plan only to have it talk about a community you don't recognize! Review the plan often during development and ensure that the plan talks about issues important to your local area.

RiskMAP

Increasing Resilience Together

Contract Considerations

If your community decides to hire a private consultant to assist with development of the plan, keep in mind the following important considerations:

- **Schedule:** The **project timeline** is very important. Is the consultant's proposed timeline based on the community's meeting schedule, staff availability and expiration of the current plan? Also, does the timeline take into account time for the State and FEMA to review the plan, and to make any revisions if necessary?
- **Deliverables:** Require that the consultant's final deliverable be a **FEMA-approved** hazard mitigation plan. The consultant should make themselves available to assist with the plan review and approval process and the local adoption process; however,

Be sure to include language in the contract that the jurisdiction will review draft sections of the plan during development so the final plan is not the first opportunity to see the written document.

Include language in your final contract that the consultant will provide digital or electronic copies of the Hazard Mitigation Plan anytime during the development process and upon completion of the final product. The digital or electronic copy of the Hazard Mitigation Plan must be editable. This is a good time to consider how many printed and/or bound copies of the final plan the community may wish to receive from the consultant.

- **Scope of Work:** Consult with the State Hazard Mitigation Officer to discuss what is actually required for a FEMA-approved hazard mitigation plan. For example, it may not be necessary to conduct robust data entry or expensive geospatial images for a sophisticated hazards analysis (that costs more than the community has to invest) when a more simple narrative description of hazards (that costs less to produce) is sufficient.

Before requesting proposals from consultants, determine what professional skills will be provided by the community staff. For example, what services can be provided in-house, or in-kind if matching a Federal grant? Consider that some tasks are best completed in-house. For example, it requires less effort for individuals familiar with the zoning code or building codes – e.g. community planner or code enforcement officer – to identify possible changes to those codes to make the community more disaster-resilient.

Don't be afraid to ask for changes if the draft plan does not match your community's vision. Ultimately it is the community's plan, not the consultant's and the community must embrace the final product.

Make sure that the consultants don't promise too much or depend on templates and quantity versus quality.

- **Multi-Jurisdictional Plan Scopes:**

Multi-jurisdictional plans will likely require more coordination between communities. The schedule should account for different jurisdictions' timeframes and meeting schedules.

When a county/parish/township includes a **Federally-recognized tribe** in their planning area, the plan must include the provisions for 44 CFR 201.7 for the Tribal jurisdictions as well. All provisions for both regulations should be completed at the same time so the plan has only one review cycle with FEMA. An example of an element that is unique to Tribes is consideration of cultural and sacred sites.

- **References:** Ask the consultant to provide samples of other FEMA-approved hazard mitigation plans that they have developed.

Hazard Mitigation Planning Consultants

This list of consultants is being provided for the purposes of developing budgets for mitigation plan applications. This list is not an endorsement by HSEM. The consultants on this list have a history of completing mitigation plan in Minnesota and/or across the county.

<p>Aitkins Nathan Slaughter AICP, CFM 1616 Millbrook Road, Suite 310 Raleigh, NC 27609 Phone:(919) 431.5257 Cell: (919) 264.9582 nathan.slaughter@atkinglobal.com www.atkinglobal.com/northamerica</p>	<p>Integrated Solutions Consulting Michael Kemp 315 Woodland Place West Fargo, ND 58078 Office: (877)437.4271 Cell: (701) 721.0796 Micheal.kemp@i-s-consulting.com www.i-s-consulting.com</p>
<p>AMEC Environmental Jeff Brislawn, CFM 1002 Walnut St, Suite 200 Boulder, CO 80302 Phone: 303.443.7839 Mobile: 303.704.5506 jeff.brislawn@amec.com</p>	<p>Metro Planning, Inc. Jed C. Truett, AICP 370 Q Street Springfield, OR 97477 Phone: 541.302.9830 Fax: 541.743.0732 www.metroplanning.com</p>
<p>Beck Disaster Recovery (BDR) Tami Mann, Regional Practice Manager 099 West 200 South Portland, IN 47371 Phone: (260) 729-7589 Mobile: (260) 729-7589 tamala.g.mann@saic.com http://www.saic.com/emergency-management</p>	<p>SEH Norm Arendt 3535 Vadnais Center Drive St. Paul, MN 55110 Phone: (651)490.2000 narendt@sehinc.com http://www.sehinc.com/</p>
<p>Bonestroo Phil Carlson 2335 West Highway 36 St. Paul, MN 55113 Phone: (651) 967.4555 phil.carlson@bonestroo.com http://www.bonestroo.com</p>	<p>Yaggy Colby Andy Masterpool 201 West Travelers Trail Suite 210 Burnsville, MN 55057 Phone: (651) 681-9040</p>
<p>Geographic Information Science Lab University of Minnesota Duluth Stacey L. Stark (Director) 329 Cina Hall 1123 University Drive Duluth, MN 55812 Phone: (218) 726.7438 slstark@d.umn.edu http://www.d.umn.edu/cla/gisl/main/index.php</p>	

ITEM # Assessor 1a
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Heim, Allen		Oct	9	2012
Amount of time being requested:		10 minutes		

***Subject Title (As it will appear on the agenda):**
 Roseau River Watershed Taxable Status

***Background (Provide sufficient detail of the subject):**
 Follow-up to meeting with the Board on 10-9-12 to discuss the taxable status of three of parcels in particular owned by the Roseau Watershed. The Roseau Watershed has filed for exemption but there are taxes owed for pay 2012. We can not assign an exempt parcel to that description as long as a taxable parcel exists. We can not retire the taxable parcel if there are still taxes owed. Diane Gregerson, Floyd Haugen, Ron H, and I held a conference call on 10-9-12 to try and find a solution. I would also like to discuss the taxable status of the Hay Creek Project.

***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: Jeff Pelowski, Interim Coordinator

ITEM # Assessor 1b
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Heim, Allen		Oct	23	2012

Amount of time being requested: 10 minutes

***Subject Title (As it will appear on the agenda):**
 Roseau County Trailblazers Taxable Status

***Background (Provide sufficient detail of the subject):**
 Follow-up to meeting with the Board to discuss the taxable status of the abandoned rail road right of way purchased by the Roseau County Trailblazers. The Roseau County Trailblazers have filed for exemption but there are taxes owed for pay 2012. We can not assign an exempt parcel to that description as long as a taxable parcel exists. We can not retire the taxable parcel if there are still taxes owed. Also find attached the Page 10 of the Earnest Money Contract describing the terms of purchase.

***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: Jeff Pelowski, Interim Coordinator

caption premises from the outstanding encumbrances of Minnesota Northern Railway, specifically Mortgages recorded in Book 448 on page 335 to Dakota Certified Development Corporation, and Mortgage recorded in Book 448 on page 290 as Document No. 279128 to State Bank of Fargo and Mortgage recorded as Document No. 238021 to SBA; Assignments of Rent recorded as Document No. 201886 to State Bank of Fargo, Financing Statement recorded as Document No. 229130 to State Bank of Fargo.

4. Abstract and Title Examination. NO ABSTRACT WILL BE FURNISHED

5. Real Estate Taxes and Assessments. The Seller shall pay the Real Estate Taxes and special assessments for the year 2009 and prior years in full and the Seller and Buyer shall prorate the real estate taxes for the year 2010 to the date of closing. Buyer shall pay the real estate taxes and special assessments for all subsequent years. Neither the Seller nor the Seller's Agent make any representation whatsoever concerning the amount of real estate taxes or special assessments that may be levied against the property subsequent to the date of purchase.

6. Closing Documents and Funds. Subject to performance by Buyer and Seller of their respective obligations hereunder, Buyer and Seller agree to fully execute as necessary and to deliver at the closing the following:

- a) A Quit Claim Deed conveying title to the said premises.
- b) Funds from Buyer, sufficient to pay closing costs of each party's obligation required pursuant to this Earnest Money Contract.
- c) An Affidavit by Buyer and Seller indicating that on the date of closing there are no outstanding or unsatisfied judgments, tax liens, (including state and federal), or bankruptcies against or involving the Sellers.

7. Costs. Seller will **not** pay any closing costs. Buyer shall pay all costs associated with the transfer of this property.

8. Date of Closing. This transaction shall close as soon as the above mentioned mortgages are released; the STB removes the condition to approve the abandonment that the Minnesota Historic Preservation Office has completed the Section 106 historic preservation process and the removal of the rails and ties according to this contract.

9. No Merger. The terms, covenants, and conditions to be performed, or which may be performed, subsequent to the date of the closing shall survive the closing and thereafter continue in full effect and shall not merge with the deed.

10. Warranties and Limitations on appliances, heating, air conditioning, wiring and plumbing, **is not applicable in this transaction.**

RAYMOND J. GERMAN, LTD.

105 North Mill Street
P.O. Box 127
Fertile, Minnesota 56540

ITEM # Sheriff 2 a & b
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Gust, Steve ▼	Sheriff ▼	Oct ▼ 23 ▼ 2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Investigator Position Opening, Hire of Parttime Officer

***Background (Provide sufficient detail of the subject):**
 Investigator Nathan Adams has recently took a position with the BCA (Bureau of Criminal Apprehension) and will be leaving possibly at the end of October. Would like to advertise for this position for the full time slot and open it up for anyone interested. I would also like to hire another part-time officer.

***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: Jeff Pelowski, Interim Coordinator

ITEM # Auditor 3a
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Monsrud, Martie ▼	Auditor ▼	Oct ▼ 9 ▼ 2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Resolution for Tax Forf. Land sale and terms for sale.

***Background (Provide sufficient detail of the subject):**

***Financial Consideration:**

***Legal Consideration:**

***Other Consideration:**

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

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: Jeff Pelowski, Interim Coordinator



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 XXXXXX, seconded by Commissioner XXXXXX and carried unanimously to approve the following resolution:

2012-10-04

**RESOLUTION APPROVING REQUEST FROM GOVERNMENTAL
SUBDIVISIONS TO PURCHASE TAX-FORFEITED PARCELS**

WHEREAS, the City of Roseau, City of Roosevelt and City of Warroad have requested purchasing parcels of tax-forfeited land located within Roseau County, and

WHEREAS, the Roseau County Board of Commissioners has reviewed and considered said requests.

NOW, THEREFORE BE IT RESOLVED that the following requests to purchase tax-forfeited lands are hereby granted:

City of Roseau: Lots 4, 5, 6 & 7, Block 2, Larsen's 3rd Addition to the City of Roseau; and Lot 5, Block 1 East Roseau Second Subdivision- Basic Sale Price = \$500.00.

City of Warroad Lot 10, Block 19 Moody's Addition to the City of Warroad. - Basic Sale Price = \$100.00

City of Roosevelt: The North 20 feet of the East 14.75 feet of Lot 11 and the North 10 feet of the West 15 feet of Lot 12, Block 10 Roosevelt Townsite. – Basic Sale Price = \$50.00

I, Jeff Pelowski, 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 October 23, 2012.

(SEAL)

Jeff Pelowski
Roseau County Interim Coordinator

ITEM # Auditor 3b
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Monsrud, Martie ▼	Auditor ▼	Oct ▼	23 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Approval for the renewal agreement with Government Management Group

***Background (Provide sufficient detail of the subject):**
 Government Management Group (aka Cost Allocation Plan) audits our prior year activity for possible reimbursement by the Federal Government to pay for certain county expenses. I have a paper copy of the full report in my office or I can email you the electronic version of the report.

***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:
<input type="text"/>	<input type="text"/>

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson	<input type="text"/>	Passed <input type="text"/>				
Phillipe	<input type="text"/>					
Foldesi	<input type="text"/>	Failed <input type="text"/>				
Falk	<input type="text"/>					
Walker	<input type="text"/>	Tabled <input type="text"/>				

ATTEST: Jeff Pelowski, Interim Coordinator

ITEM # Highway 4a
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Ketring, Brian ▼	Engineer ▼	Oct ▼ 23 ▼ 2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Two petitions for ditch cleaning on SD 91

***Background (Provide sufficient detail of the subject):**

***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: Jeff Pelowski, Interim Coordinator

Petition to Clean Ditch from County Rd 106 in the 91 system to the South Branch Two Rivers Along West Side of Sec.27 & 34 in Dewey Township Roseau County.

10-9-12

1. Mark Melby 218-689-7877

2. Ronald Jackson

3. Wanda Jackson

4. Barry Kirkwood

5. Guy Ingors

6. Dai Dyer Darrin Dvergsten

7. Ruth Anderson

8. Vern D. Ingors

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

ITEM # Hwy 4b

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Ketring, Brian	Engineer	Oct 23 2012

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
Approve Amendment No. 1 for Layton Oslund's Gravel Contract

***Background (Provide sufficient detail of the subject):**
Approve and sign three copies of Amendment No. 1 for Layton Oslund's Gravel Contract.

***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: Jeff Pelowski, Interim Coordinator

Layton O. Oslund

2003 GRAVEL PURCHASE CONTRACT

Amendment No. 1

September 25, 2012

This Amendment No. 1 to current gravel contract made the 10th day of March 2003, between Layton O. Oslund and the County of Roseau extends the contract time frame and adjusts the unit price for material for the remainder of the contract.

The following paragraphs have been amended to the original contract as follows:

(6) Purchaser will pay the Sellers according to the following price per cubic yard

(vehicular measure) removed:

January 1, 2003 through January 1, 2006 - \$0.75 per cubic yard.

January 1, 2006 through January 1, 2009 - \$0.80 per cubic yard.

*January 1, 2009 through **December 31, 2011** - \$0.85 per cubic yard.*

January 1, 2012 through December 31, 2015 - \$1.15 per cubic yard.

*(8) Purchaser shall remove **all** crushed gravel remaining in the stockpile **prior** to the termination of the Contract.*

In Testimony Whereof, both parties have hereunto set their hands and seals
the year and day first above written.

Layton O Oslund
Layton O. Oslund

COUNTY OF ROSEAU

Chairman of Board of Commissioners

County Coordinator

STATE OF MINNESOTA)
County of Roseau)^{SS}

The foregoing instrument was acknowledged before me this 18th day of October
2012. ~~September~~

by Layton Oslund
Seller

Sharon Diesen

Notary Public 

STATE OF MINNESOTA)
County of Roseau)^{SS}

The foregoing instrument was acknowledged before me this ____ day of September
2012 Russell Walker, Chairman of the Roseau County Board of Commissioners, and
by Jeff Pelowski, Interim Roseau County Coordinator, on behalf of said County
Board.

Notary Public

ITEM # Cty Bd 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Pelowski, Jeff ▼	Interim Coordinator ▼	Oct ▼ 23 ▼ 2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Roseau River Watershed Lease

***Background (Provide sufficient detail of the subject):**
 Requesting the Board review the Lease Agreement between Roseau County and The Roseau River Watershed for rental of the Old Law Enforcement Building.

***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:
<input type="text"/>	<input type="text"/>

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson	<input type="text"/>	Passed <input type="text"/>				
Phillipe	<input type="text"/>					
Foldesi	<input type="text"/>	Failed <input type="text"/>				
Falk	<input type="text"/>					
Walker	<input type="text"/>	Tabled <input type="text"/>				

ATTEST: Jeff Pelowski, Interim Coordinator

LEASE AGREEMENT

THIS AGREEMENT is made and entered into this 4th day of ~~September~~ October, 2012, by and between the County of Roseau, a political subdivision of the State of Minnesota, party of the first part (hereinafter referred to as "lessor"), and Roseau River Watershed District, a political subdivision of the State of Minnesota, party of the second part (hereinafter referred to as "lessee").

RECITALS

1. The real estate which is the subject of this Lease Agreement is described as follows:
Lots One (1) and Two (2) of Block Twenty-three (23), LESS the East 110 feet and LESS the North 147 feet of Lot One (1) and LESS the North 147 feet of the West 140 feet of Lot Two (2) of the Auditor's Correction Plat of the Original Townsite of Roseau.
2. The street address of the above described real estate is 108 3rd Avenue Southwest, Roseau, MN 56751.
3. The above described real estate was the former office of the Roseau County Sheriff and jail facility, which property has been vacant since the Roseau County Sheriff's office was moved to the location of the Roseau County Courthouse and the construction of the new Roseau County jail facility which is part of the Roseau County Courthouse complex.
4. Lessor desires to lease to lessee, and lessee desires to lease from lessor a portion of the building located on the above described premises as more fully set forth hereafter for the sum of One and 00/100 (\$1.00) Dollar per year.
5. Lessor and lessee intend that lessee shall lease approximately 2,800 square feet of the building/real estate described in Recital No. 1 above. In this regard a floor plan depiction of the proposed area which is the subject of this lease is affixed to this Agreement as Exhibit "A".
6. Lessor and lessee are willing to enter into a sixteen (16) year lease agreement.
7. The lessor is represented by Roseau County Attorney Karen Foss and the lessee is represented by Roseau River Watershed District Attorney Steven A. Anderson. Each party to this

agreement has been advised of its right and opportunity to secure the services of separate legal counsel and accountants with respect to the rights and obligations of the parties hereto.

NOW, THEREFORE, in consideration of the mutual promises herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree and covenant as follows:

ARTICLE I.
LEASE OF REAL ESTATE

Lessor leases to lessee and lessee leases from lessor that certain portion of the building located on the real estate described in Recital No. 1, office space consisting of approximately 2,800 square feet as more fully depicted in Exhibit "A" attached to this Agreement.

ARTICLE II.
TERM OF LEASE

This lease shall run for a period of sixteen (16) years extending from September 30, 2012, and shall terminate on September 30, 2028.

ARTICLE III.
ANNUAL RENTAL

The rental to be paid lessor by lessee is One and 00/100 (\$1.00) Dollar per year with the first payment being due on October 1, 2012, and a like payment on the 1st day of October of each year thereafter during the full term of this lease. No security deposit shall be required by lessor.

ARTICLE IV.
REAL ESTATE TAXES

The parties hereto have been informed by the office of the Roseau County Assessor that the subject real estate will not be subject to real estate taxes as long as said real estate is owned by the lessor and is leased to the lessee, both being political subdivisions of the State of Minnesota. In the event it shall be determined at anytime during the full term of this lease that real estate tax will be

applicable to the subject real estate, lessor shall be responsible for the payment thereof.

ARTICLE V.

REPAIRS

The cost of repairs in the nature of capital improvements shall be paid by the lessor.

ARTICLE VI.

UTILITIES

Lessee shall be responsible for all utilities required be lessee on the portion of the building on the above described premises leased by lessee from lessor.

ARTICLE VII.

TRADE FIXTURES AND RELATED

Lessee shall remain the owner of all trade fixtures or related equipment which may be installed by lessee on the above described premises notwithstanding that said fixtures or related equipment may actually be affixed to the real estate. At such time as this lease is terminated, lessee shall have the right to retain and remove all of its said trade fixtures and related equipment, provided that the removal of the same shall not cause damage to the building.

ARTICLE VIII.

MAINTENANCE

Lessee shall keep the leased premises in a clean and sanitary condition and shall not make any changes, additions or alterations without first obtaining the written consent of the lessor. Lessee shall be responsible for keeping a neat and presentable premises. In addition, lessee shall be responsible for mowing and snow removal on the premises.

ARTICLE IX.

INSURANCE

Lessor shall be responsible for keeping the building located on the subject premises insured against loss by fire, windstorm, extended coverage perils, vandalism and mischief, (and flood

insurance, if required) to the full insurable value of said building. Lessor shall also provide reasonable liability coverage for the building which is the subject of this lease. Lessee shall provide any insurance required by lessee for its personal property located on the premises, or any other insurance deemed by the lessee to be necessary.

ARTICLE X.

DESTRUCTION OF LEASED PREMISES

If the leased premises shall be damaged by fire, the elements, unavoidable accident or other casualty, but are not thereby rendered untenable in whole or in part, lessor shall at its expense cause such damage to be repaired and the rental payments herein required shall not be abated. If by reason of such occurrence the premises shall be rendered untenable only in part, lessor shall at its expense cause the damage to be repaired and the rent meanwhile shall be abated proportionally to the portion of the premises rendered untenable. If the premises shall be rendered wholly or substantially untenable by reason of such occurrence, lessor shall have the option of causing said damage to be repaired at its expense and the rent shall abate until the leased premises have been restored and rendered tenable or, in the alternative, lessor may declare the lease to be terminated.

ARTICLE XI.

SIGNS

Lessee shall be permitted to display such signs as it may desire on the leased premises provided the same shall conform with applicable laws, ordinances or other governmental regulations.

ARTICLE XII.

NONASSIGNABILITY

The rights and duties of lessee pursuant to the terms of this lease shall not be assignable nor shall the premises be sublet by the lessee without the express written consent of lessor.

ARTICLE XIII.

DEFAULT

If the said annual payments, or any of them, whether the same be demanded or not, are not

paid when they become due; or if said leased premises shall be used for any purpose or any other use than is hereinbefore specified or allowed; or if lessee makes any use of said premises which is in violation of any laws of the State of Minnesota, United States of America, or ordinances of the City of Roseau, Minnesota, or if any damage or waste shall be caused to the real estate; or if any part of said premises shall be underlet or this lease be assigned without the express written consent of said lessor; or if any term, condition, or covenant of this lease is violated by the lessee, or if there is any other condition of default by lessee hereunder, then in any of said cases, the said lessee hereby authorizes and fully empowers said lessor or its agents to cancel and annul this lease at once, and to reenter and take possession of said premises immediately and by force if necessary, without any previous notice of intention to reenter, and remove all persons and their property therefrom, and to use such force and assistance in perfecting such removal as said lessor may deem advisable to recover at once, full and exclusive possession of all of said demised premises, whether in possession of lessee or of third persons, or vacant; or said lessor or its agents, may at its option at any time after such default or violation of condition or covenant, reenter and take possession of said premises, without such reentry working a forfeiture of the rents to be paid and the covenants to be kept by said lessee for the full term of this lease. Lessee hereby acknowledges that among other conditions of default the failure of the lessee to make annual payments, when due, shall constitute a substantial breach of lessee's contractual obligation, entitling lessor to terminate this lease.

ARTICLE XIV.

COMPLIANCE WITH LAWS

Lessee shall comply with all laws of the United States of America, State of Minnesota, all ordinances of the City of Roseau, and all the rules and regulations governing the operation of a governmental entity in the City of Roseau, Minnesota.

ARTICLE XV.

ARBITRATION

In the event any dispute arises between the parties hereto with respect to the terms of this lease, said dispute shall be settled by arbitration. Each party shall nominate one arbitrator and the two arbitrators selected shall select a third arbitrator. The decision of the majority of the arbitrators

shall be binding upon the parties. The cost of arbitration shall be borne equally by the parties.

ARTICLE XVI.

SEVERABILITY

If any provision of this lease is held invalid by a Court of competent jurisdiction, it shall be considered deleted from this lease, provided however, that such invalidity shall not affect the remaining provisions that could be given effect without reference to the invalid provision or provisions.

ARTICLE XVII.

RECITALS INCLUSIVE

The above Recitals are inclusive and form an integral part of this agreement.

ARTICLE XVIII.

LAW GOVERNING

This lease shall be governed by the laws of the State of Minnesota.

ARTICLE XIX.

ENTIRE AGREEMENT

This lease constitutes the entire agreement between the parties and shall not be amended except by written agreement executed by both parties.

ARTICLE XX.

EFFECT OF AGREEMENT

All of the covenants, conditions and provisions in this Agreement shall extend to and bind the legal representatives, successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hands the date and year first above written.

THIS INSTRUMENT WAS DRAFTED BY:

Steven A. Anderson
Anderson Law Offices, P.A.
115 Roberts Avenue NE, P.O. Box 430
Warroad, MN 56763
Telephone: (218) 386-1040 / Fax: (218) 386-3129
Attorney ID #17435X



ITEM # Cty Bd 2

REQUEST FOR BOARD ACTION

* Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Phillipe, Glenda ▼	District 1 Commissioner ▼	Oct ▼	23 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
Letter of Support for the 2012 Minnesota Rural Flex Grant Program

***Background (Provide sufficient detail of the subject):**
 Letter will support the Northwest EMS Managers' Workgroup Application to the 2012 Minnesota Rural Flex Grant Program for Community Paramedic Training. Community paramedics leverage under-utilized resources in under-served areas to prevent costly emergency room visits and to promote improved health care outcomes. Community Paramedics (CP) were established in 2011, allowing emergency service professionals to provide non-emergency services to individuals in their community who would have, in the past, elected to utilize costly hospital emergency room services. Trained CPs are qualified to care for ailing patients, are experienced in using medical equipment, and will work alongside other medical professionals. Legislation ensures that the provider groups are reimbursed under Medical Assistance and other state healthcare programs. Fiscal projections show that this CP program will save thousands of taxpayer dollars each year.

***Financial Consideration:**
 Grant is in the amount of \$25,000. The grant will allow training of eight paramedics. Two from each of the following counties: Roseau, Polk, Becker, and Hubbard. Cost per training for each paramedic is estimated at \$3,000. ITV will be utilized; training and books will be covered; there may be a need to find additional funding for travel expenses.

***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: Jeff Pelowski, Interim Coordinator



Board of Commissioners

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

October 23, 2012

Ms. Judy Bergh
Flex Program Coordinator
Office of Rural Health and Primary Care
Minnesota Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882

Dear Ms. Bergh,

Please accept this letter as proof of our support for the Northwest EMS Managers' Workgroup Application to the 2012 Minnesota Rural Flex Grant Program for Community Paramedic Training.

The Warroad Rescue Unit, a member of the Northwest EMS Managers' Workgroup representing Roseau County, is working towards the goal of training staff to the community paramedic (CP) level, thus implementing a community paramedic program in our area.

We believe the implementation of a community paramedic program in Roseau County will be advantageous to our health care system and to our area residents.

While providing a valuable link between public health and emergency services, CPs will help prevent costly emergency room visits and will promote improved health care outcomes.

Thank you for your consideration of the support we are giving the Northwest EMS Managers' Workgroup.

Sincerely,

Glenda Phillipe
Commissioner
District 1

Jack Swanson
Commissioner
District 2

Roger Falk
Commissioner
District 3

Russell Walker
Commissioner
District 4

Mark Foldesi
Commissioner
District 5

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

An Equal Opportunity Employer

ITEM # Cty Board 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
<input type="text"/>	<input type="text"/>	Oct	23	2012

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

***Background (Provide sufficient detail of the subject):**
 Commissioners Phillipe and Swanson have submitted committee reports for Board review.

***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:
<input type="text"/>	<input type="text"/>

Board Action:

Comm.	Motion (First)	Motion (Second)	Vote			Vote Result
			Yes	No	Abstain	
Swanson	<input type="text"/>	Passed <input type="text"/>				
Phillipe	<input type="text"/>	Failed <input type="text"/>				
Foldesi	<input type="text"/>					
Falk	<input type="text"/>	Tabled <input type="text"/>				
Walker	<input type="text"/>					

ATTEST: Jeff Pelowski, Interim Coordinator

**Roseau County Board
OCTOBER 2012 Committee Report
Glenda A. Phillipe**

October 9 – Warroad City Council – Warroad

Health insurance premium – zero increase; considering one tax-forfeited property; liquor store manager resignation.

October 15 – LDS AAA – East Grand Forks

Roseau County Committee on Aging 2013 grant amount - \$8,000; funding allocation from MN for Area Agency on Aging programs cut \$130,513 for 2013; carryover from program used for 2013; 2014 will be dire; funding agreement between LDS AAA and West Central Joint Powers board and Northwest Regional Development Commission approved; 2013 Area Plan for LDS AAA was approved.

October 16 – Social Services – Roseau - COW

October 16 – Highway Dept. – Roseau - COW

October 23 – County Board – Roseau – COW

October 25 – AMC District III – TRF

October 30 – Community Ed – Warroad

October 31 – Legacy Parks and Trails

JACK SWANSON COMMITTEE REPORTS

OCTOBER 10, 2012 - NORTHWEST REGIONAL RADIO BOARD (TRF); approved a contract with HRDC for administrative and planning services for 2013; asked that the planner's first priority be helping counties reach Jan 2013 narrowband compliance.

OCTOBER 10, 2012 - JADIS TOWN BOARD; township asked that a small parcel be conveyed to the township for sale to the adjacent landowner; township was also interested in preliminary valuations for 2013.

OCTOBER 11, 2012 - STATEWIDE RADIO BOARD FINANCE COMMITTEE (TELECONFERENCE); approved a 3 year contract w/ Motorola for software upgrades.

OCTOBER 11, 2012 - LAND ASSET COMMITTEE (ITV)

OCTOBER 11, 2012 - ROSEAU COUNTY AFFORDABLE HOUSING COMMITTEE; countywide housing study, and action plans (which include a public meeting).

OCTOBER 16, 2012 - SOCIAL SERVICES BOARD

OCTOBER 16, 2012 - HIGHWAY COMMITTEE

OCTOBER 16, 2012 - COMMUNITY MEETING; Polaris is working on a 38,000 square foot addition; Lifecare is adding doctors, including internal medicine specialists; City of Roseau still looking for \$ 5 million in federal funding to finish the East Diversion Project; Roseau School seeing smaller enrollment declines.

OCTOBER 17, 2012 - COLLABORATIVE GOVERNANCE COUNCIL (ST PAUL); heard from Peter Hutchinson (former state Finance Commissioner, 2006 Gubernatorial candidate) on the benefits of and impediments to collaboration between public entities.