
November 27, 2012

REVISED 11-26-12

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on November 27, 2012 at **9:00** a.m. in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

9:00 Call to Order

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

9:10 Delegations/Board Appointments/Public Comments*

9:15 Consent Agenda

1. November 13, 2012 Proceedings
2. MN Lawful Gambling Permit
3. Nationwide Deferred Compensation Plan Agreement
4. Social Worker Hire
5. Roseau County Emergency Plan

9:20 Department Reports

1. Highway Department
 - a. Master Partnership Contract
 - b. Agency Agreement Amendment)
 - c. Final Payment - Knife River Materials

9:45 Break

10:00 County Board Items

1. Commissioner Committee Reports

10:30 Unfinished Business

10:30 Adjourn

***Limited to five minutes**

ITEM # Consent 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Miller, Ann Marie ▼	Administrative Assistant ▼	Nov ▼	27 ▼	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 November 13, 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

November 13, 2012

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, on Tuesday, November 13, 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, Jack Swanson and Russell Walker.

APPROVAL OF AGENDA

Item 1a was removed from the Highway Department appointment. Two forthwith payments were added to the payment of bills. A motion to approve the amended agenda was made by Commissioner Phillipe, seconded by Commissioner Foldesi and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Commissioner Phillipe commended the Auditor's office for a job well done on the recent election. Commissioner Falk also commended Auditor Monsrud on the success of the recent land sale. Interim Coordinator Pelowski announced that there will be a Human Resource Roundtable discussion on November 26, 2012 at 1:00 p.m. in the County Board Room. The County Board, Department Heads and local HR Representatives have been invited to attend.

APPROVE BILLS

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

Warrants Approved For Payment 10/25/2012

Vendor Name	Amount
AFLAC	2,564.92
ROSEAU CO MEDICAL TRAVEL	2,800.00
9 Payments less than 2,000.00	4,635.66
Final Total:	10,000.58

Warrants Approved For Payment 10/30/2012

Vendor Name	Amount
BADGER CITY	38,511.24
GREENBUSH CITY	97,290.29
NW MN MULTI COUNTY HRA	15,674.47
NW REGIONAL DEV COMM	8,599.59
ROOSEVELT CITY	5,272.99
ROSEAU CITY	550,477.13
ROSEAU RIVER WATERSHED DIST	172,505.14
SCHOOL DIST 2358	3,643.12
SCHOOL DIST 2683	66,427.13
SCHOOL DIST 447	3,956.16
SCHOOL DIST 676	87,641.06
SCHOOL DIST 682	727,728.99
SCHOOL DIST 690	683,294.54
SPRINGSTEEL ISLAND SANITARY DISTRICT	13,071.60
TOWN OF BARNETT	3,207.79

TOWN OF BARTO	6,232.21
TOWN OF CEDARBEND	3,062.17
TOWN OF DEER	2,990.43
TOWN OF DEWEY	3,008.10
TOWN OF DIETER	3,289.42
TOWN OF ENSTROM	5,962.00
TOWN OF FALUN	6,432.81
TOWN OF GOLDEN VALLEY	6,472.11
TOWN OF GRIMSTAD	8,330.32
TOWN OF HEREIM	6,235.79
TOWN OF HUSS	5,079.53
TOWN OF JADIS	13,577.14
TOWN OF LAKE	137,690.80
TOWN OF LAONA	10,937.23
TOWN OF LIND	2,443.50
TOWN OF MALUNG	5,527.55
TOWN OF MICKINOCK	7,582.91
TOWN OF MOOSE	3,239.75
TOWN OF MORANVILLE	29,598.64
TOWN OF NERESON	3,014.64
TOWN OF REINE	4,027.35
TOWN OF ROSS	7,392.04
TOWN OF SKAGEN	6,532.64
TOWN OF SPRUCE	11,822.33
TOWN OF STAFFORD	8,773.40
TOWN OF STOKES	7,263.83
TWO RIVER WATERSHED DISTRICT	37,658.32
WARROAD CITY	371,433.00
WARROAD PORT AUTHORITY	97,162.88
WARROAD WATERSHED DISTRICT	5,786.20
10 Payments less than 2,000.00	10,682.04
Final Total:	3,316,542.32

Warrants Approved For Payment 11/01/2012

Vendor Name	Amount
JOHNSON/LAURE A	3,526.88
NW MN SERV COOP-BLUE CROSS BLUE SHIELD	67,036.50
RIVERFRONT STATION	5,379.74
13 Payments less than 2,000.00	13,271.19
Final Total:	89,214.31

Warrants Approved For Payment 11/09/2012

Vendor Name	Amount
B & B PLUMBING & HEATING INC	3,639.00
CENTURYLINK	3,495.54
ROSEAU CITY	9,094.67
12 Payments less than 2,000.00	3,396.85
Final Total:	19,626.06

Warrants Approved On 11/13/2012 For Payment 11/16/2012

Vendor Name	Amount
AVIANDS LLC	7,176.41
BEITO REPAIR	47,504.30
BERT'S TRUCK EQUIPMENT OF MHD INC	5,241.67
FARMERS UNION OIL CO-LK BRNSN	5,222.84
FARMERS UNION OIL CO-WARROAD	6,130.65
HALVERSON SAND & GRAVEL INC	4,320.00
HOUSTON ENGINEERING	12,160.75
LIFECARE MEDICAL CENTER	2,632.90
MAR-KIT LANDFILL	39,044.40
MIDWEST TESTING LAB INC	8,000.00
MSOP-MN SEX OFFENDER PROGRAM-D 462	2,934.00
NORTH AMERICAN SALT COMPANY	33,024.38
NORTHERN RESOURCES COOPERATIVE	13,052.18
NORTHLAND TIRE	6,618.06

OK TIRE STORE – FARGO	13,071.69
R & Q CONTRACTING INC	2,350.89
ROSEAU DIESEL SERVICE INC	2,022.82
RRA INC	2,583.70
SJOBORG'S INC	2,668.25
THE KUSTOM PAINT SHOP	4,024.97
TRAFFIC MARKING SERVICE INC	26,244.60
TRUE NORTH STEEL	2,028.06
WATCH GUARD VIDEO	15,408.17
ZIEGLER INC	3,741.21
96 Payments less than 2,000.00	42,819.86
Final Total:	310,026.76

Forthwith payments to the Roseau River Watershed in the amount of \$466.50 for ditch mowing and Beaver Dam Removal on JD 63, and payment to True North Steel in the amount of \$5,739.19 for culvert placement in Spruce Valley (Unorganized) was also approved.

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Commissioner Walker recessed the regular Board meeting to open the Public Hearing on the Consolidation of State Ditches 20 and 69. A motion to open the Public Hearing was made by Commissioner Falk, seconded by Commissioner Foldesi and carried unanimously.

Attorney Kurt Deter gave a brief summary of the purpose for consolidating the two systems stating that the consolidation will provide for a more efficient administration of the drainage systems.

Commissioner Walker asked for public comment. Floyd Haugen requested clarification on whether the system will drain through the Whitney Lake bottom or continue north. Engineer Ketring stated that the original ditch plans will be followed. Haugen asked if FEMA money could be used to clean the ditch system. Ketring noted that Senator Franken's office is diligently working on acquiring the FEMA funds.

A motion to close the Public Hearing was made by Commissioner Swanson, seconded by Commissioner Foldesi and carried unanimously.

Commissioner Walker reconvened the regularly scheduled Board Meeting.

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

2012-11-02

BE IT RESOLVED that the Roseau County Board does hereby authorize Attorney Kurt Deter to prepare the Findings of Fact and Order as it pertains to the consolidation of the State Ditch 20 and State Ditch 69 Systems.

Commissioner Walker recessed the regular Board meeting to conduct the Public Hearing on the cleaning and maintenance of the State Ditch 91 System running North along the West side of Sections 34 and 27 and along the West Side of 36 and 25 to the South Branch of Two Rivers, all in Township 160 Range 44 (Dewey).

A motion to open the Public Hearing was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously.

Attorney Kurt Deter gave a brief overview of the process for designating the Ditch 91 system in order for the County to provide proper cleaning and maintenance.

Commissioner Walker asked for public comment. An email from Mr. Allen Anderson in Lind Township was submitted in favor of the project. Mr. Charles Strand was in attendance and asked for clarification on how the Ditch would be cleaned. Engineer Ketring noted that with the proper designation of the Ditch the County will be able to provide the cleaning and maintenance necessary to provide adequate drainage.

A motion to close the Public Hearing was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

Commissioner Walker reconvened the regularly scheduled Board meeting.

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

2012-11-03

BE IT RESOLVED that the Roseau County Board does hereby authorize Attorney Kurt Deter to prepare the Findings of Fact and Order as it pertains to the cleaning and maintenance of SD 91 running North along the West side of Sections 34 and 27 and along the West Side of 36 and 25 to the South Branch of Two Rivers, all in Township 160 Range 44 (Dewey).

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Phillippe, seconded by Commissioner Swanson and carried unanimously. The Board, by adoption of the Consent Agenda, approved the October 23, 2012 Proceedings; approved the State of Minnesota County Veterans Service Office Community Outreach Grant Program effective October 1, 2012 through May 31, 2013 in the amount of \$2,298.00, and approved the Payroll Change Notice for the Veteran's Service Officer.

DEPARTMENT REPORTS

County Highway Department

A motion to approve final payment to Thygeson Construction for a CSAH 8 Maintenance and Shouldering project, in the amount of \$3,394.47, was made by Commissioner Falk, seconded by Commissioner Phillippe and carried unanimously.

A motion to approve final payment to Knife River Materials for a CSAH No. 77 Municipal Construction project, in the amount of \$16,223.12, was made by Commissioner Swanson, seconded by Commissioner Falk and carried unanimously.

County Attorney

County Attorney Karen Foss met with the Board to discuss funding for the pending murder trials. Commissioner Foss is anticipating costs to be approximately \$100,000.00 and requested an increase to the County Attorney's budget. Foss also requested the Auditor's office to create a new budget line item in order to track expenses associated with the trials. The Board concurred that a budget revision is not necessary as these expenses

are above and beyond normal circumstances. The Board did agree that a new expenditure line item should be created in order to track all expenses associated with the trials.

COUNTY BOARD ITEMS

The Board is required to appoint a Roseau River Watershed Manager to fill the term of RRWD Board Chair Todd Miller due to his recent election to the Roseau County Board, effective January 2, 2012. A motion to advertise for a Roseau River Watershed Manager was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously.

A motion to approve the proposed 2013 Board Meeting schedule was made by Commissioner Swanson, seconded by Commissioner Phillippe and carried unanimously.

COMMISSIONER COMMITTEE REPORTS

Commissioner Falk reported on the following committee meeting(s): Transportation Alliance Meeting, 11/1/12; Sheriff Committee, 11/7/12; Courthouse Department Head Meeting with the Board, 11/7/12; and Operations Committee, 11/7/12.

Commissioner Foldesi reported on the following committee meeting(s): Northwest Regional Development Commissioner, 11/7/12; Sheriff Committee, 11/7/12; Courthouse Department Head Meeting with the Board, 11/7/12; and Operations Committee, 11/7/12.

Commissioner Phillippe reported on the following committee meeting(s): Parks and Trails Legacy Advisory Committee, 10/31/12; Warroad River Watershed, 11/1/12; City of Warroad Election Judge, 11/6/12; Land of the Dancing Sky, Area Agency on Aging, 11/7/12; Warroad Parks and Rec, 11/8/12.

Commissioner Swanson reported on the following committee meeting(s): Roseau School Board, 10/23/12; Economic Development Teleconference, 10/24/12; Roseau City Council, 10/24/12; AMC District Three Fall Meeting, 10/25/12; Minnesota Power Open House, 10/31/12; Roseau Economic Development Authority, 10/31/12; Roseau River Watershed Board, 10/31/12; Northern Counties Land Use Coordinating Board, 11/1/12; Wild 102 Candidates Forum, 11/1/12; Sheriff Committee, 11/7/12; Courthouse Department Head Meeting with the Board, 11/7/12; and Operations Committee, 11/7/12.

Commissioner Walker reported on the following committee meeting(s): Sheriff Committee, 11/7/12; Courthouse Department Head Meeting with the Board, 11/7/12 and Operations Committee, 11/7/12.

Upon motion carried, the Board adjourned the regular meeting at 10:45 a.m. The next regular meeting of the Board is scheduled for November 27, 2012 at 9:00 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		
Miller, Ann Marie ▼	Administrative Assistant ▼	Nov ▼	27 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Minnesota Lawful Gambling Permit

***Background (Provide sufficient detail of the subject):**
 The Warroad Area Chamber of Commerce is requesting Board approval of the MN Lawful Gambling Permit for a raffle at their February 16th event at Springsteel Resort.

***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

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name Roseau

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP -If required by county. On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]
Print township name Lake Township

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature Steve Hagen Date 11/1/12

Print name Steve Hagen

Print form and have CEO sign

REQUIREMENTS

Reset form

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- a copy of your proof of nonprofit status, and
- application fee. Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.	Application fee If application posted or received: less than 30 days before the event: \$100 more than 30 days before the event: \$50
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ORGANIZATION INFORMATION

Organization name: Warrroad Area Chamber of Commerce Previous gambling permit number: X-05438-06-001

Minnesota tax ID number, if any: _____ Federal employer ID number (FEIN), if any: _____

Type of nonprofit organization. Check one.

Fraternal
 Religious
 Veterans
 Other nonprofit organization

Mailing address: PO Box 551 City: Warrroad State: MN Zip code: 56763 County: Roseau

Name of chief executive officer [CEO]: Steve Hagen Daytime phone number: 218-386-3543 E-mail address: wcooc@wktel.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Springsteel Resort Lake Township 56763 Roseau

Address [do not use PO box]: 38004 Beach St City or township: Warrroad Zip code: 56763 County: _____

Date[s] of activity. For raffles, indicate the date of the drawing.
Feb. 16, 2013

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

Bingo*
 Raffle
 Paddlewheels*
 Pull-tabs*
 Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

ITEM # Consent 3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request Walker, Russ	*Department District 4 Commissioner	*Board Meeting Date Nov 27 2012
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Amount of time being requested:

*Subject Title (As It will appear on the agenda):
County Coordinator/Environmental Services Director Position

*Background (Provide sufficient detail of the subject):
 Remove the "Interim" designation from the County Coordinator/ Environmental Services Director position currently held by Jeff Pelowski.

*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 <input type="checkbox"/>
Phillipe						Failed <input type="checkbox"/>
Foldesi						
Falk						Tabled <input type="checkbox"/>
Walker						

ATTEST: Jeff Pelowski, Interim Coordinator

ITEM # Consent #3
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date	
Pelowski, Jeff ▼	Coordinator ▼	Nov ▼	27 ▼ 2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Amend Nationwide Deferred Compensation Plan Agreement to include a Roth 457(b) provision, and Transition Support Services.

***Background (Provide sufficient detail of the subject):**
 Request that the Board authorize the Chairman to sign a Roth 457(b) Amendment, and an Authorization Agreement to offer Transition Support Services to our participants of the Nationwide Deferred Compensation Plan. Offering a Roth account within our 457(b) plan allows participants to make after-tax contributions and potentially benefit from tax-free withdrawals. Authorizing the Transition Support Services Agreement would allow Nationwide Representatives to provide our participants with education regarding available options and services related to their deferred compensation plan. Participants often need guidance during key transitions, such as when changing jobs or preparing to retire.

***Financial Consideration:**
 There is no cost to the County.

***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



Fact Sheet and Signature Page Roth 457(b) Amendment

The Small Business Jobs Act of 2010 permits governmental 457(b) plans to adopt provisions to establish Roth elective deferral accounts and accept after-tax contributions. To offer a Roth 457(b) account option, you must modify your payroll process to uniquely identify Roth payroll contributions.

Offering a Roth account within your 457(b) plan allows participants to make after-tax contributions and potentially benefit from tax-free withdrawals.

Your participants may want to consider a Roth 457(b) plan if they:

- Expect to be in a higher tax bracket upon retirement
- Want to take advantage of potentially tax-free withdrawals
- Are unable to contribute to a Roth IRA because of their income level

Sign and return this self-mailing sheet to offer your participants the potentially tax-free benefits of a Roth 457(b) provision.



Sign and Return

My signature below represents that I have the authority of my Employer to act on behalf of the plan. I acknowledge receipt of a copy of the Roth 457(b) Amendment. I have read and understand the document and will contact my Nationwide representative if I have any questions or concerns. My Employer's plan makes the following selections:

Yes, I adopt the Roth 457(b) Amendment and agree to modify the payroll process to identify Roth payroll contributions.

Plan name: ROSEAU COUNTY

Plan #: 0035911001

Print name: _____

Signature: _____

Date: _____

Please sign and return this sheet to adopt the Roth 457(b) Amendment.



Fact Sheet and Signature Page Additional Products and Services Plan Sponsor Authorization Agreement

Nationwide Retirement Solutions (NRS) provides your participants with education and services related to their deferred compensation plan. Participants often need guidance during key transitions, such as when changing jobs or preparing to retire. A new offering through companies affiliated with NRS provides participants with additional support during these transitions. The enclosed agreement authorizes our affiliates to offer participants additional products and services related to assets outside the plan.

NRS is able to bring these new products and services to your participants through our affiliates:

- Nationwide Securities, LLC • Nationwide Bank • Nationwide Fund Distributors, LLC

By signing below, participants will have access to the following products and services being offered by our affiliates:

- Licensed financial representatives offering a financial needs assessment to identify products and services that are designed to help plan participants achieve their retirement goals.
- Supplemental education and guidance on the retirement options available to them, including the benefits of staying in the plan.
- An array of investment options to meet their needs. These options include a range of mutual funds from multiple fund families — including Nationwide Funds — as well as Nationwide annuities, Nationwide life insurance products and solutions from Nationwide Bank.

Help your participants receive the assistance they need at key transitions by signing below. Please note NRS and its affiliates may provide marketing materials to your plan participants to describe the products and services that are available when you sign this Agreement.



Sign and Return

My signature below represents that I have the authority to act on behalf of the plan. I acknowledge receipt of a copy of the Additional Products and Services Plan Sponsor Authorization Agreement. I have read and understand the document and will contact my Nationwide representative if I have any questions or concerns. As a representative of the plan, with authority to act on its behalf, I make the following selection:

Yes, I agree and accept the terms of the Additional Products and Services Plan Sponsor Authorization Agreement.

Print name: _____
Signature: _____
Date: _____

Plan name: ROSEAU COUNTY
Plan #: 0035911001

00004646

Please sign and return this sheet to permit NRS affiliates to offer transition support services.

PNM-2013AQ (05/11)
For Plan Sponsor Use Only

ITEM # Consent #4
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Anderson, Dave ▼	Social Services Director ▼	Nov ▼ 27 ▼ 2012 ▼

Amount of time being requested:

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

Social Worker hire.

The Welfare Board is recommending to the County Board that a Social Worker be hired to address growing mental health caseloads.

***Financial Consideration:**

This position should pay for itself through billing for Targeted Case Management Services.

***Legal Consideration:**

None

***Other Consideration:**

Mental Health clients will be better served with an additional Social Worker position.

***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 # Consent #5
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Nelson, Gracia ▼	Emergency Management ▼	Nov ▼ 27 ▼ 2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Request Approval of Roseau County Emergency Plan

***Background (Provide sufficient detail of the subject):**
 Roseau County Emergency Plan has been updated with changes to some names and telephone numbers.

***Financial Consideration:**
 None

***Legal Consideration:**

***Other Consideration:**
 You will receive a CD of the plan in December.

***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

ROSEAU COUNTY-WIDE

DIRECTION AND CONTROL

EMERGENCY OPERATIONS PLAN

ANNEX B

I. PURPOSE

To describe how direction and control of Roseau County’s response to a disaster will be accomplished.

II. RESPONSIBILITIES

- A. County Board of Commissioners: The Roseau County Board of Commissioners will be responsible for providing overall direction and control of county government resources involved in the response to a disaster. The line of succession to the Board of Commissioners is as follows:
Chairman of the Board
Commissioner Designee
- B. County Emergency Management Director: The Roseau County Emergency Management Director will serve in a staff capacity to the Board of Commissioners and will implement and coordinate all aspects of this plan.
- C. **If a disaster would occur within the city limits of Badger, Greenbush, Roseau or Warroad, the Roseau County Emergency Plan would be activated upon request of the city for Roseau County government resources. An attempt will be made to notify all Roseau County Board of Commissioners upon receiving this request.**

III. ROSEAU COUNTY EMERGENCY OPERATING CENTER (EOC)

Direction and control of Roseau County’s response to a disaster will be carried out at the Roseau County EOC. The EOC is located in the Roseau County Court House at 606 5th Ave SW, Roseau, Minnesota. The Sheriff’s Department dispatch is operational 24 hours a day, 7 days a week. If the Roseau County Courthouse EOC is not large enough for response to be handled, the Roseau City Center meeting room, located at 121 Center Street E in Roseau will serve as an alternate EOC. Telephone and computer lines are available so it would be operational within 4 hours. Other alternate EOC locations are: the Roseau RAMS Center located in the NW corner of the City of Roseau; the Public Safety Building in Warroad, the Greenbush Community Center in Greenbush and the Community Center in Badger. The Sheriff is responsible for maintaining plans and relocating to alternate EOC.

- A. Criteria for EOC activation: The degree of Roseau Cty’s EOC activation will be determined by the severity of the emergency-major disaster, local emergency, state-wide disaster, local terrorist attack, significant evacuation.
- B. Responsibility for EOC activation: In the event of a major disaster, EOC staff would be expected to automatically report to the EOC.
- C. Staffing at the EOC: The staffing list for the Roseau County EOC is on file with the Roseau County Emergency Management Director. Each department/voluntary agency that is represented in the EOC is responsible for ensuring that its representative is familiar with the duties that he/she is expected to perform at the EOC. Each department/agency that is represented will be in charge of maintaining a significant log for the duration of the

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	Roseau County Board Chairman
Date	EM Director, Roseau County

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

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

ROSEAU COUNTY-WIDE EMERGENCY OPERATIONS PLAN

The EOC is a facility where county government can direct and control county-wide emergency operations during any type of disaster.

I. ACTIVATION OF THE EOC

- A. The County Board, with the County Emergency Management Director implementing its policies will activate the EOC and staff in the event of e.g. major county disaster, local emergency state-wide disaster, terrorist attack within the local area, significant evacuation needed, etc) (See Attachment 1 for Staff Organization.)The EOC staff will be responsible for the operations of their particular service or assignment.
- B. Coordination of operations will be the responsibility of the emergency management director.
- C. The emergency management director will alert the EOC staff via telephone or radio. The length of time for EOC staff to get to the EOC depends on the hour of the day, day of the week and the disaster situation.
 - 1. Only staff as needed will report depending on the disaster situation.
 - 2. Hazardous materials incident activation will follow the response levels 1, 2 and 3 activation levels. (See the Radiological/Hazardous Material Protection Annex, Attachment 1; and the Warning and Notification SOPs, Attachment 5.)
 - a. Nuclear disaster will follow the readiness conditions 3-2-1. (See Attachment 3.)
 - 3. The law enforcement services will assign personnel for security reasons as required and will monitor personnel for their identification.
 - 4. The ventilation system can be shut down if this becomes necessary so no outside air will be allowed into the building.

II. EMERGENCY OPERATIONS FACILITIES:

- A. The primary EOC is located at the Roseau County Court House in Roseau.
- B. The alternate EOC is located at the City Center in Roseau.
- C. The third EOC is located at the Roseau School Ram Center in Roseau.
- D. In addition, alternate EOC's may be relocated at the Public Safety Building in Warroad, the Community Centers in Badger and Greenbush

(Attachment 4 shows the individual floor plan of the EOC.)

III. SUPPLIES AND EQUIPMENT

- A. The office equipment to be used in the EOC is that which is used in daily routine operations.
- B. Communications equipment will consist of landlines and portable radio equipment from the County Sheriff's Office. See the county resource manual for a list of communications equipment. The primary communications equipment is the sheriff's department dispatch radio and telephones. Cell Phones, ham radio and pagers will be used as a secondary means of communications.
- C. Each agency may be required to supplement equipment and supplies. Each agency is required to schedule their own 24 hour manpower depending on the situation.
- D. Food will be supplied to the EOC from local grocery stores, fast food restaurants, Red Cross/Salvation Army and/or the Roseau County Jail depending upon the emergency. (See the list in the county resource manual.) Special reporting forms will be provided by the emergency management director and are in totes in emergency management storage area.
- E. Staff personnel will be advised to bring any necessary clothing and special medications.

IV. EMERGENCY POWER

Emergency power and heat will be supplied to portions of the Sheriff's Department and to the Roseau County EOC by a generator that automatically starts when the power is out at the Roseau County Courthouse/Sheriff's Department complex. The generator is tested automatically the first Tuesday of the month and runs for 20 minutes.

V. SANITATION

Sanitation will be handled by the City of Roseau. See Roseau County Resource Manual for list of agencies handling porta potties.

VI. WATER

Water will be provided by the City of Roseau. If they are unable to provide water, local grocery stores, Salvation Army and Red Cross will provide water.

VII. ATTACHMENTS

- 1. EOC personnel directory
- 2. Readiness Condition (RECON) Actions
- 3. Operational Reports and Procedures
- 4. EOC Floor Plans
- 5. Procedures for operating emergency generator.

Attachment 1

EOC CHIEFS

POSITION	NAME	WORK NUMBER	HOME NUMBER	CELL Phone
Warning/N	Sheriff	463-1421	528-3709	242-4820
Dir/Control	Russell Walker	386-3359	386-3359	242-1054
Emerg Pub Info	Russell Walker	386-3359	386-3359	242-1054
Search/Rescue	Sheriff	463-1421	528-3709	242-4820
	Todd Kleinschmidt	386-1318	386-1975	242-2460
	Jeff Ballard	463-4832	463-1673	689-8889
	Randy Jenson G.	782-2111	782-2590	689-1002
	Jeremy Swenson	528-3293	528-2596	689-1620
Health/Medical	Dr. Vandewege	463-2500	463-2068	
Fire Protection	Jeff Ballard R	463-4832	463-1673	689-8889
	Todd Kleinschmidt	386-1318	386-1975	242-2460
	Randy Jenson G	782-2111	782-2590	689-1002
	Allan Monsrud B	463-1711	528-3766	242-0927
Damage Assess	Al Heim	463-1861		
Congregate Care	Dave Anderson	463-2411	463-3068	
Debris Clearance	Brian Ketring	463-2063		242-2180
Utilities Rest.	Tracey Stoll	463-1543		
Radio/HazMat	Gracia Nelson	424-7519	424-7519	242-2758
County Sheriff	Steve Gust	463-1421	528-3709	242-4820
Shelter in Place/Evacuate & Return Home				
<i>Roseau Police Chief</i>	Ward Anderson	463-3129	463-1203	
<i>Warroad Police Chief</i>	Wade Steinbring	386-2053	242/1850	242-1427
<i>Greenbush Police Chief</i>				
<i>Roseau Sheriff</i>	Steve Gust	463-1421	528-3709	242-4820
Public Health	Julie Pahlen	463-3211	463-3336	242-4709/3483

READINESS CONDITION (RECON) ACTIONS

READINESS CONDITION III

This condition depicts a worsening international situation to the point that a possible break in those relations may occur.

This information would be received from Homeland Security and Emergency Management through NAWAS (National Warning System)

The following actions are to be taken:

1. The emergency management director will notify the county coordinator or the chairman of the Roseau County Board and the county coordinator or the chairman will notify the county board.
2. The emergency management director will mobilize key staff personnel and will check the operating procedures of the respective emergency government services.
3. The emergency management director will advise the public that emergency procedures are being reviewed by the county and local government. No public action will be required.
4. The emergency manager will inform key facilities in Roseau County.
5. The emergency manager will contact the State Duty Officer with the status of facilities in Roseau County.

READINESS CONDITION II

This condition depicts a serious deterioration of international relations, a possible breach of those relations and a possibility of hostile actions. This information would be received from the Homeland Security and Emergency Management through NAWAS.

The following actions are to be taken:

1. The emergency management director will notify the county coordinator or the chairman of the county board and they will notify the county board.
2. The emergency management director will notify key staff and place them on a standby basis.
3. The emergency operating center will be activated and placed on a standby basis
4. The public information should consist of advising the public as to the situation and the action local government is taking to be prepared. The public is further advised to review their individual and family emergency action plans.
5. The federal authorities may direct implementation of the people from potential target areas.
6. The emergency manager will contact key facilities in Roseau County.

7. The emergency manager will contact the State Duty Officer with status in Roseau County.

READINESS CONDITION I

This condition depicts a situation where the president of the United States has advised the governor and the public that war is imminent or hostilities may have already occurred.

The following actions are to be taken:

1. The chairman of the county board will convene the board in an emergency session.
2. The emergency operating center is to be activated for 24 hour operation.
3. The staff will be fully mobilized.

Warning procedures via the State Warning System may be received prior to or concurrent with Readiness Condition I.

Attachment 3

OPERATIONAL REPORTS AND PROCEDURES

The purpose of this attachment is to establish a uniform system of reporting information that is essential for emergency operations at local, state and federal levels.

Minnesota DEM Information Reporting System (DEM-IRS)

Local Status Report Form
Reporting Jurisdiction:

Roseau County

Homeland Security Advisory System

Green-Blue-Yellow: Once a month
 1st Wednesday of the month by 1:00 pm

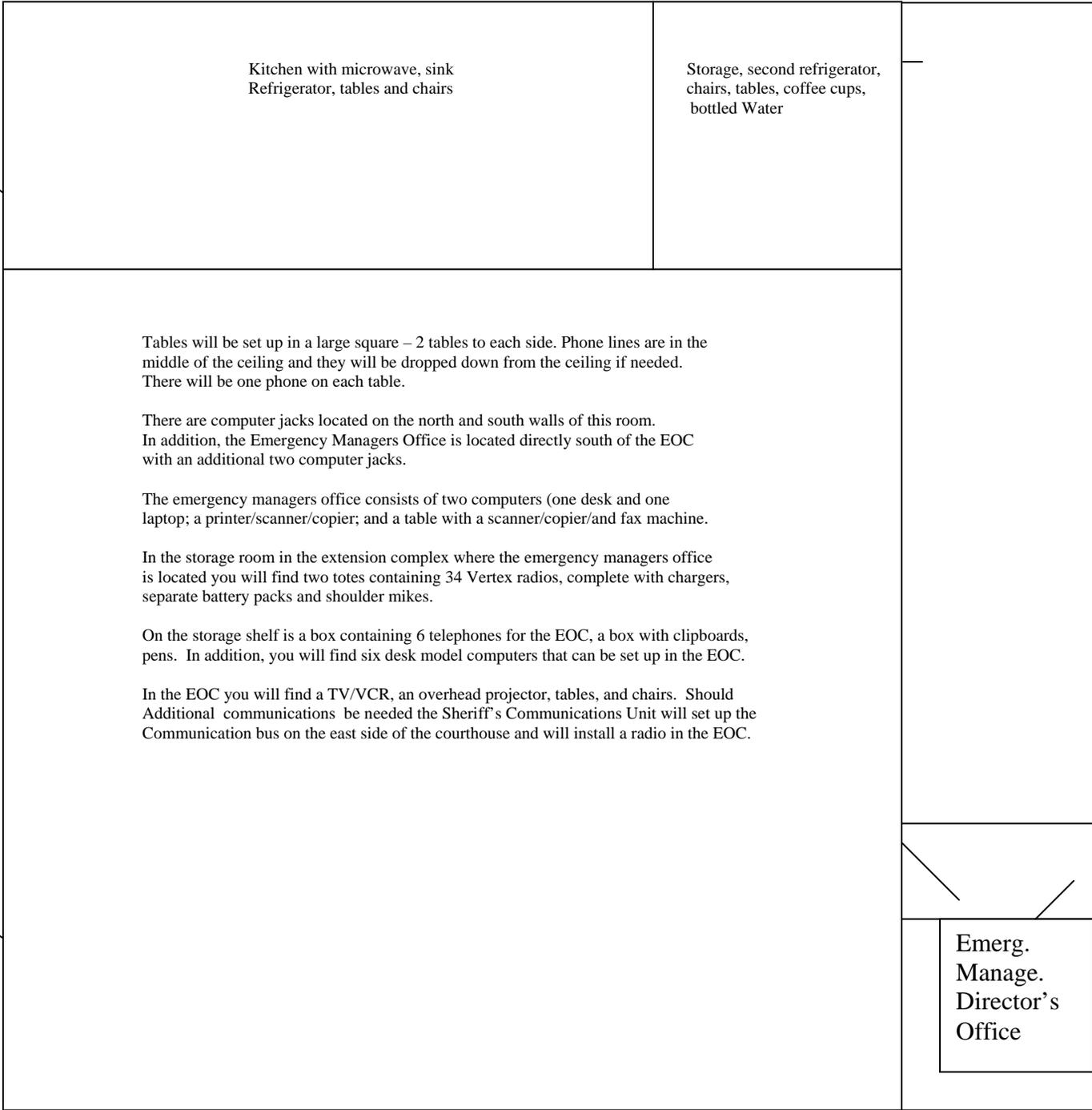
Orange: Once a week
 Each Wednesday by 1:00 pm

Red: Once a day by 1:00 pm
 Conditions may alter reporting times(s)

<u>Critical Sectors</u>	<u>State Status</u> Normal (N) Reduced (RC) Capability Significantly (SRC) Reduced Capability	<u>Remarks</u> – add additional sheet if necessary
Transportation		
Communications		
Water/Sewage		
Firefighting		
Health/Medical Services		
Food		
Energy (Power/Fuel)		
Emergency Services		
Financial Services		
Government Services		
Law Enforcement		
Overall Assessment		
<u>Additional Information:</u>		
Threats (note any increased criminal activity related to theft of explosives, chemicals, etc.):		
Civil Unrest:		
Non-Affiliated Large Events:		
Non-Affiliated Responses (e.g. fire, medical, law enforcement):		
Labor Unrest:		
Other:		

Fax to: 651/215-6949 or e-mail to: dem.reporting@state.mn.us.

Submitted by: _____ Telephone #: _____ Date: _____



ROSEAU COUNTY COURTHOUSE

EOC

The main door to the Roseau County Courthouse is on the west side of the building. The EOC is directly to the right as you walk in the front door.

The EOC has computer and telephone connections. Existing tables and chairs will be used. Directly to the East of the EOC is a kitchen. Bathrooms are NE of the Kitchen.

The EOC has a generator.

A separate dispatch may be set up in the EOC in case of emergency,

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

ROSEAU COUNTY-WIDE EMERGENCY OPERATIONS PLAN

The purpose of this standard operating procedure is to disseminate information and instructions to the public on a timely basis, and to coordinate all releases during pre-emergency, emergency and post-emergency conditions.

1. When the Emergency Broadcast System (EBS) is in effect, the Public Information Officer (PIO) will edit and consolidate all releases for radio and TV from the staff and local EOC's.
2. To prevent rumors, all releases to the news media by various staff will be done by the Public Information Officer (PIO).
3. Messages are to be cleared with the Public Information Officer before they are issued.
4. During a serious emergency:
 - a. Contact key public information staff members.
 - b. Establish liaison with operation agencies and services which have responsibility for preparedness information: Warning Officer, Shelter, Transportation, Welfare, Health, Agriculture, etc.
 - c. Review the prepositioned copy of the Emergency Public Information (EPA) supplement.
 - d. Inform the media of public information capabilities and plan.
 - e. Open the Public Information Service for the media and public inquiries.
 - f. Release prepared messages to the media and to all emergency services units.
 - g. Alert the remainder of the public information staff to stand by.
 - h. If federal emergency teams respond to a disaster, the PIO will be the only person authorized to give statement to the media and work with federal public information activities.

ATTACHMENT:

1. Listing of available local media sources.

LIST OF ALL AVAILABLE MEDIA SOURCES

NEWSPAPERS

Roseau Times Region	Roseau	463-1521	rtr@mncable.net
Warroad Pioneer	Warroad	386-1594	wpioneer@wiktel.com
Greenbush Tribune	Greenbush	782-2275	tribune@wiktel.com

RADIO STATIONS

KRWB	Roseau	463-1410 386-3090 F	terryolson69@hotmail.com
KQ92 (KKWQ-FM)	Warroad	386-3024 386-3090 F	kq92@mncable.net
Wild102 FM (KCAJ-FM)	Roseau	463-3360 463-1977 F Joseph Bain (218-242-3555C) (204-437-2168H) Keith Nelson (218-242-4646C)	kj102@mncable.net info@wild102fm.com
KTRF	Thief River Falls	218-681-1230 218-681-3717 F	ktrf@mncable.net

TELEVISION STATIONS

KVLY (Channel 11) and [NBC] KXJB (Channel 4)	Grand Forks	701-237-5211 701-237-5396 F	news@valleynewslive.com
WDAY (Channel 6) [ABC] WDAZ Channel 8	Fargo Grand Forks	701-237-6500 701-241-5306 701-241-5358 F	news@wday.com
KVRR (Channel 15) [Fox]	Fargo	701-277-1515 701-277-1830F	

ROSEAU COUNTY-WIDE

Record of Revision and Approval

EMERGENCY OPERATIONS PLAN

I CERTIFICATION OF PLAN APPROVAL

This page documents approval of the Basic Plan and Annexes, the General Operating Procedures, and the Resource Manual.

Plan prepared by: _____ Signed by: _____ Gracia C. Nelson _____ (Date)
Emergency Management Director

Plan approved by: _____ Signed By: _____, Chairman _____ (Date)
Roseau County Board of Commissioners

II. RECORD OF BASIC PLAN AND ANNEX REVISIONS

<u>PAGE/REVISION DATE</u>	<u>PAGE/REVISION DATE</u>	<u>PAGE/REVISION DATE</u>
SOP C Emergency Public Inf. Page 2 11-20-12		
Annex B Direction and Control Page 2,3,4,5,6 11-20-12		
SOP B Direction and Control Page 3 and 8 11-20-12		
SOP A Warning and Notification Page 7,8, 9,10 11-20-12		

II RECORD OF BASIC PLAN AND ANNEX DISTRIBUTION LIST

DATE	FUNCTION	PRESENTED TO:	PERSON ACCEPTING PLAN
	HSEM State Agency	Mary Hilbrand	
	Warning/Notification	Roseau County Sheriff	
	Emergency Public Info	Roseau County Sheriff	
	Search and Rescue	Roseau County Sheriff	
	Health/Medical	Roseau County Coroner	
	Fire Protection	Roseau Fire Chief	
	Damage Assessment	Roseau County Assessor	
	Congregate Care	Roseau Cty Director of SS	
	Utilities	REA Director	
	Radio/HazMAT	Roseau County Sheriff	
		Emerg. Manager- Roseau	
		Emerg. Manager-Warroad	
		Emerg. Manager-Greenbush	
	Direction and Control	Roseau Cty Commissioner	
	Direction and Control	Roseau Cty Commissioner	
	Direction and Control	Roseau Cty Commissioner	
	Direction and Control	Roseau Cty Commissioner.	
	Direction and Control	Roseau Cty Commissioner	
		Roseau County Coordinator	
		City of Badger	
		Roseau Cty Public Health	

		Roseau Cty Attorney	
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ITEM # Hwy Dept A
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Ketring, Brian ▼	Engineer ▼	Nov ▼	27 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Approve Master Partnership Contract with MnDOT.

***Background (Provide sufficient detail of the subject):**
 Approve Master Partnership Contract, MnDOT Agreement #02391.

***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



Minnesota Department of Transportation

Memo

NORTHWEST DISTRICT
3920 Highway 2 West
Bemidji, MN 56601

Office Tel: 218-755-6569
Fax: 218-755-6512

Brian Ketring
Roseau County Engineer
407 5th Avenue NW
Roseau, Mn. 56751

October 23, 2012

RECEIVED
OCT 25 2012

Dear Brian,

Enclosed are four (4) original Master Partnership Contracts between Roseau County and Mn/DOT.

Please sign and date each original Master Contract. These four contracts with original signatures must be returned to me for submittal to St. Paul.

Also required is one (1) original resolution by Roseau County. I am enclosing an example of a resolution for your use. Please return one resolution with original signatures to me. Keep in mind the resolution will designate the County's representative(s) who may sign any future Work Orders.

After I receive these documents from you I will forward them to St. Paul for final processing and signatures.

If you have any questions, you can call me in Bemidji at (218)-755-6569.
Thank you for the help on this.

Sincerely,

A handwritten signature in blue ink that reads "Keith".

Keith W. Pence
District 2 State Aid Assistant

Sample resolution

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the **City/County/Other Local Government of _____** enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the **[Board/Council]**.
2. That the proper **[City/County/Other Local Government]** officers are authorized to execute such contract, and any amendments thereto.
3. That the **[City/County/Other Local Government] Engineer/Title of Other Official** is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the **[City/County/Other Local Government] Engineer/Title of Other Official** may execute such work order contracts on behalf of the **City/County/Other Local Government of _____** without further approval by this **[Board/Council]**.

Approved this ____ day of _____, 201__.

Attest:

By: _____

Title: _____

Date: _____

ITEM # Hwy Dept. B
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
Ketring, Brian ▼	Engineer ▼	Nov ▼	27 ▼	2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Approve Agency Agreement Amendment with Mn/DOT.

***Background (Provide sufficient detail of the subject):**
 Discuss Agency Agreement Amendment between Roseau County and Mn/DOT, which allows for Mn/DOT to act as the County's agent in accepting federal aid for the Warroad Safe Routes to School 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



Minnesota Department of Transportation
State Aid for Local Transportation

395 John Ireland Boulevard, MS 500
Saint Paul, MN 55155

November 14, 2012

Brian Ketring
Roseau County Highway Department
407 5th Ave NW
Roseau, MN 56751

SUBJECT: SP 068-591-001, SRTS 6809(063)
Construction Engineering
Agency Agreement No. 98343 Amendment No. 2

Dear Mr. Ketring:

Attached are four copies of the agency agreement amendment between Roseau County and Mn/DOT, which allows for Mn/DOT to act as the County's agent in accepting federal aid in connection with the above referenced project.

Please review and if approved, have all four copies signed. A County Board resolution similar to the example attached, must be passed. The certified resolution should then be placed as the last page in each of the four copies of the agreement. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. Please return all four copies of the agreement to me for Mn/DOT signatures. A fully executed copy will be returned to you. If you have any questions or need any revisions, please feel free to contact me at 651.366.3822.

Sincerely,

A handwritten signature in cursive script that reads 'Lynnette Roshell'.

Lynnette Roshell, PE
Project Development Engineer

Enclosures

cc: Lou Tasa--DSAE
File

An Equal Opportunity Employer



SAMPLE RESOLUTION FOR AGENCY AGREEMENT

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the Roseau County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the * (Chairman) and the * (Auditor) are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 98343", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Titles of persons authorized to sign on behalf of the County

SAMPLE CERTIFICATION

STATE OF MINNESOTA
COUNTY OF _____

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Roseau County at a duly authorized meeting thereof held on the _____ day of _____, 20____, as shown by the minutes of said meeting in my possession.

Auditor

Notary Public
My Commission expires _____

(SEAL)

ITEM # Hwy Dept. C
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date
Ketring, Brian ▼	Engineer ▼	Nov ▼ 27 ▼ 2012 ▼

Amount of time being requested:

***Subject Title (As it will appear on the agenda):**
 Final Payment to Knife River Materials.

***Background (Provide sufficient detail of the subject):**
 Consider Final Payment of \$71,173.70 for SP 068-603-022, CSAH No. 3, and SP 068-606-011, CSAH No. 6.

***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 # Cty Board 1
REQUEST FOR BOARD ACTION
 * Required Fields



*Person Responsible for Request	*Department	*Board Meeting Date		
<input type="text"/>	<input type="text"/>	Nov	27	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
November 2012 Committee Report
Glenda A. Phillipe

October 31 – Parks and Trails Legacy Advisory – St. Anthony, MN

See hand-outs regarding recommendations from committee; decision-making by consensus; subcommittees formed.

November 1 – Warroad Watershed – Warroad, MN

LOW Watershed Study and Warroad River Watershed Study presentations by MN MPCA, Houston Engineering, RMB Environmental Labs. Studies still ongoing without conclusive results. Studies will determine the condition of water resources and create plans that will guide future management and grant opportunities. Two-year study.

November 6 – City of Warroad Election Judge – Warroad, MN

Self-explanatory.

November 7 – LDS AAA – TRF

Proposal to amend operating procedure to include community service members – up to 3; concerns regarding Older American Act funding; preparing for 2014 needs assessment; 2014 will see \$190,000 cuts to AAA program funding.

November 8 – Warroad Parks and Rec – Warroad

Dock rate changes; update on Legacy application; signage; board appointments 2013.

November 13 – Roseau County Board – Roseau - COW

November 13 – Ditch Public Hearing – Roseau - COW

November 13 – Canvass Board – Roseau – Phillipe/Falk

November 13 – Warroad City Council – Warroad

Petition from Seven Clans Casino requesting annexation of property now in Lake Township; using Sprinsted, Inc. for classification and compensation study.

November 13 – Warroad School Board – Warroad

Retirement incentive approved; developing a plan for the “old” school and ECFE grant.

November 14 – Lake Township – Warroad

Ron Prelvitz, Seven Clans Casino, requested maintenance of road going to casino; casino will build and dedicate road to Lake Township; Lake Township would maintain road; next meeting 12/10/12. Casino negotiating with property owners along corridor.

November 19 – RCCoA – Roseau

Annual meeting; elections: Sandy Otto (chair); Jim Hallan (vice chair); Richard Otto (secretary/treasurer); board members: Sue Lisell, Glenda Phillipe, Bill Cain, Rachel Green, Jack Swanson (county alternate delegate); SMT – almost break even month; FAR North new bus for Warroad; new bus for Roseau 2014; county contributes 20% (approx. \$13,000) of bus cost; update on director; Warroad VFW donation - \$1,026.00; SMT \$8,000 from LDS AAA; Phillipe presented rough draft of FAR North Personnel Policy; FAR North numbers down – FOCUS transporting its clients; still looking for Warroad garage for bus evening/weekend storage.

November 20 – Social Services – Roseau - COW

November 20 – Highway Department – Roseau - COW

November 27 – County Board – Roseau – COW

November 26 – HR Reps – Roseau – COW

November 27 – County Board – Roseau – COW

November 29 – RBEG - Roseau

JACK SWANSON COMMITTEE REPORTS

NOVEMBER 14, 2012 - NW REGIONAL RADIO BOARD (TRF); discussion on commissioner responsibility in assuring local interoperability users are getting information to HRDC in a timely fashion

NOVEMBER 14, 2012 - JADIS TOWN BOARD; questions re: county billing for road maintenance (will costs remain the same for 2013?)

NOVEMBER 15, 2012 - ROSEAU COUNTY AFFORDABLE HOUSING COMMITTEE; discussed plans for January? meeting with Governor Dayton, legislators, agency commissioners, developers, local officials on creating affordable rental housing options in Roseau County

NOVEMBER 16, 2012 - AMC POLICY COMMITTEE (ST CLOUD); environment and natural resources committee sought input on DNR desire to re-open shoreland rulemaking (AMC is opposed); BWSR drainage ditch working group on one watershed, one water plan idea (there are 250+ individual water plans developed in Minnesota); policy position on open burning of solid waste; recommendations on Wetland Conservation Act (commissioners were pleased with recommendations)

NOVEMBER 19, 2012 - ROSEAU COUNTY COMMITTEE ON AGING

NOVEMBER 20, 2012 - SOCIAL SERVICES BOARD

NOVEMBER 20, 2012 - HIGHWAY COMMITTEE

NOVEMBER 21, 2012 - NORTHWEST MINNESOTA HOUSING AND REDEVELOPMENT AUTHORITY (TRF)

NOVEMBER 26, 2012 - HUMAN RESOURCES INFORMATIONAL MEETING; w/ Polaris, Marvin Windows, Lifecare Medical Center HR professionals

NOVEMBER 26, 2012 - EXTENSION COMMITTEE; annual performance reviews

PILT Land Types and Payment Rates

Acquired Natural Resources Land: There are two types of acquired natural resources land:

1. Lands administered by the DNR that the state acquired by purchase, condemnation or gift which were privately owned when the state acquired them. For purposes of how PILT is distributed under Minnesota law, these lands are broken down into two categories, public hunting lands and non-hunting lands.
 - Public hunting lands are wildlife management areas.
 - Non-hunting lands are all other DNR-administered lands which were privately owned at the time of acquisition. Many of these lands have been designated as state parks, aquatic management areas, state forests, state recreation areas, state trails, ATV trails and water access sites. About 95% of Ottertail County's non-hunting lands payment is for lands that are within state parks. The county also receives payments in this category for land designated as aquatic management areas, water access sites and for a small number of acres of other miscellaneous lands.
2. Con-con (consolidated conservation) lands that are designated as state parks, state recreation areas, scientific and natural areas, or wildlife management areas. Con-con lands are lands that forfeited for non-payment of taxes in identified areas in seven counties. In return for relieving counties of bond debts for drainage ditches, the state took title to these lands. There are no con-con lands in Ottertail County.

The payment rate for acquired natural resources land is the greater of \$5.133 per acre or $\frac{3}{4}$ of 1% of the appraised value of all acquired natural resources land within the county. Most counties, including Ottertail County, are paid based on $\frac{3}{4}$ of 1% of the appraised value.

DNR-Administered Other Natural Resources Land: These are all lands owned in fee title by the state and administered by the DNR other than those defined as "acquired natural resources land." These lands were not on the tax rolls when they were acquired by the state. They include school trust lands, university trust lands, con-con lands not designated as state parks, state recreation areas, scientific and natural areas, or wildlife management areas and miscellaneous other types of land. The payment rate for DNR-administered other natural resources land is 64.2 cents per acre.

County-Administered Other Natural Resources Land: These lands are tax-forfeited lands other than platted lots within a city. The payment rate for county-administered other natural resources land is \$1.283 per acre.

Land Utilization Project Land (LUP): LUP lands are owned by the federal government and leased by the DNR and managed for wildlife. There are no LUP lands in Ottertail County. The payment rate for LUP lands is \$1.283 per acre.

Ottertail County FY10 Payments

Total payment to county: **\$575,189.28**

Total acres: **25,003.34**

Average per acre payment for all land types: **\$23.00**

Land type	Acres	Payment rate	Payment	Per Acre Payment
Acquired Natural Resources Land (all)	20,387.02	¾ of 1% of appraised value	\$572,115.17	\$28.06
• Public hunting (WMA)	10,034.12	¾ of 1% of appraised value	\$129,856.67	\$12.94
• Non-hunting (state park, AMA, water access sites, etc.)	10,352.90	¾ of 1% of appraised value	\$442,258.50	\$42.72
• Con-con	0.00	¾ of 1% of appraised value	\$0.00	\$0.00
DNR-Administered Other Natural Resources Land	4,444.04	64.2 cents/acre	\$2,853.07	64.2 cents
County-Administered Other Natural Resources Land	172.28	\$1.283/acre	\$221.04	\$1.283
Land Utilization Project Land	0.00	\$1.283/acre	\$0.00	\$0.00