



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

October 22, 2013

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on October 22, 2013 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

9:15 Delegations/Board Appointments/Public Comments*

1. Scott Johnson – Roseau County Soil and Water Conservation District
2. Kristi Harms - Director, Northwest Regional Library

9:50 Consent Agenda

1. October 8, 2013 Board Proceedings
2. Roseau/Lake of the Woods Sportsmen Club 2014 Grant Application
3. Roseau/Lake of the Woods Sportsmen Club Request(s) for Reimbursement

10:00 BREAK

10:15 Department Reports

1. Auditor's Office
 - a. SD 20 funds to SD 69
 - b. PRISM Implementation Grant Application
2. Environmental Office
 - a. Solid Waste Management Plan Update

10:45 Committee Reports

10:45 County Board Items

1. Commissioner Committee Reports

11:30 Unfinished Business

11:30 Adjourn

***Limited to five minutes**

ROSEAU SOIL AND WATER CONSERVATION DISTRICT

Budget for January 1 --- December 31, 2014

Expenditures:

I. District Operations

A. Personal Services

1. Supervisors Compensation	\$3,000.00
2. Employee Wages	\$108,840.00
3. Employer Contributions - FICA	\$8,489.00
4. Employer Contributions - PERA	\$7,892.00
5. Employee / Employer Insurance.....	\$16,125.00
	\$144,346.00

B. Other Services and Charges

1. Supervisors Expense	\$1,200.00
2. Employee Expense	\$550.00
3. Liability Insurance MCIT, Bond.....	\$4,200.00
4. Office Maintenance	\$1,950.00
5. Vehicle Maintenance	\$3,000.00
6. Education and Training	\$2,200.00
7. Fees and Dues	\$2,495.00
8. Rent	\$7,600.00
9. Advertising & Publications.....	\$1,000.00
10. Freight.....	\$2,000.00
	\$26,195.00

II. Project Expense:

A. District

1. Tree Expenses	\$20,500.00
2. Ag Inspector Expense.....	\$1,358.00

B. State Cost Share Projects \$13,682.00

C. WCA Expense \$1,316.00

D. CLWP/LWM Expense \$4,412.00

\$41,268.00

Total of Expenditures \$211,809.00

ROSEAU SOIL AND WATER CONSERVATION DISTRICT

Budget for January 1 – December 31, 2014

Revenues:

I. Intergovernmental Revenue	
A. District General Services	\$18,750.00
B. Cost Share Administration	\$2,736.00
C. County Appropriations.....	\$ 82,766.00 ***
D. CLWP Grant	\$17,701.00
E. WCA Grant	\$24,238.00
F. Cost Share Program	\$10,946.00
G. County Agricultural Inspector	\$12,300.00
H. Warroad River Watershed.....	\$7,500.00
	\$174,937.00
II. Charges for Services	
A. Tree Sales	\$26,350.00
B. Planting Charges	\$1,500.00
C. Other Services for Charges	\$1,565.00
	\$29,415.00
III. Miscellaneous	
A. Interest	\$2,500.00
B. Other	\$2,957.00
	\$5,457.00
Total of Revenue	\$211,809.00

2014 County Appropriation request: \$82,766.00***
Balanced Budget

Appropriation Request	/	Received
2009 - \$94,977.00	/	\$55,000.00
2010 - \$85,087.00	/	\$60,000.00
2011 - \$87,100.00	/	\$60,000.00
2012 - \$84,856.00	/	\$65,000.00
2013 - \$84,418.00	/	\$65,000.00

ROSEAU SWCD PROPOSED BUDGET - 2014

EXPENDITURES:	2012	2013	2014
	Actual	To Co. Bd. 9/2012	To Co. Bd.9/2013
PERSONNEL SERVICES:			
Employee Salaries	\$ 98,478	\$ 114,712	\$ 108,840
Employee Insurance	\$ 7,907	\$ 15,520	\$ 16,125
Supervisor Compensation	\$ 3,080	\$ 3,000	\$ 3,000
Employer Contribution FICA/Med.	\$ 7,769	\$ 8,775	\$ 8,489
Employer Contribution PERA	\$ 6,917	\$ 8,316	\$ 7,892
TOTAL PERSONNEL SERVICES	\$ 124,151	\$ 150,323	\$ 144,346
OTHER SERVICES & CHARGES:			
Advertising & Publications	\$ 720	\$ 600	\$ 1,000
Education & Training	\$ 2,568	\$ 2,200	\$ 2,200
Health Insurance/Deductibles	\$ 4,364	\$ 1,000	\$ 1,000
Employee Expenses	\$ 983	\$ 550	\$ 550
Liability Insurance, MCIT, Bond	\$ 3,540	\$ 3,200	\$ 3,200
Office Expense & Maintenance	\$ 1,775	\$ 1,250	\$ 1,950
Fees & Dues	\$ 2,310	\$ 2,495	\$ 2,495
Website Exp.	\$ -	\$ 100	\$ -
Phone Expense	\$ 776	\$ 750	\$ -
Postage	\$ 316	\$ 300	\$ -
Professional Services	\$ 1,800	\$ -	\$ -
Rent	\$ 7,600	\$ 7,600	\$ 7,600
Supervisor Expense	\$ 1,542	\$ 1,200	\$ 1,200
Vehicle Expense	\$ 3,819	\$ 3,000	\$ 3,000
Freight Expense	\$ 1,171	\$ 1,200	\$ 2,000
TOTAL OTHER SERVICES & CHARGES	\$ 33,284	\$ 25,445	\$ 26,195
SUPPLIES (FIELD)	\$ -	\$ 750	\$ -
CAPITAL OUTLAY	\$ 609	\$ -	\$ -
PROJECT EXPENSES DISTRICT	\$ 29,185	\$ 20,500	\$ 20,500
PROJECT EXPENSE STATE			
Warroad Watershed Assess. Project	\$ 19,602		
SWAG Expense	\$ 15,819		
State Cost-share Projects	\$ 7,382	\$ 13,682	\$ 13,682
Local Water Management Expense	\$ 9,179	\$ 4,412	\$ 4,412.0
Wetland Conservation Act Expense	\$ 3,144	\$ 1,317	\$ 1,316.0
TOTAL PROJECT EXP. STATE	\$ 55,126	\$ 19,411	\$ 19,410
PROJECT EXPENSE - LOCAL			
Warroad River Watershed Admin.	\$ 149		
Roseau County funds	\$ 8,983		
City of Warroad	\$ 500		
NW MN Foundation	\$ 193		
Warroad River Watershed	\$ 1,712		
TOTAL PROJECT EXP. LOCAL	\$ 11,537	\$ -	\$ 0
PROJECT EXPENSE COUNTY			
County Agricultural Inspector Expense	\$ -	\$ 1,358	\$ 1,358
TOTAL PROJECT EXP. COUNTY	\$ -	\$ 1,358	\$ 1,358
PROJECT EXPENSE FEDERAL	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 253,892	\$ 217,787	\$ 211,809

REVENUES:

	2012	2013	2014
	Actual	Proposed 9/2012	Proposed 9/2013
INTERGOVERNMENTAL - COUNTY			
County	\$ 65,000	\$ 84,418	\$ 82,766
Water Plan	\$ 18,089	\$ 17,701	\$ 17,701
Wetland Conservation Act (WCA)	\$ 23,685	\$ 24,238	\$ 24,238
County Ag Inspection	\$ 12,370	\$ 12,300	\$ 12,300
TOTAL INTERGOV. REV. COUNTY	\$ 119,144	\$ 138,657	\$ 137,005
INTERGOVERNMENTAL - STATE			
BWSR General Service Grants	\$ 18,805	\$ 18,750	\$ 18,750
BWSR Cost-share - Regular	\$ 7,381	\$ 10,946	\$ 10,946
BWSR Cost-share - Tech. & Adm.	\$ 4,290	\$ 2,736	\$ 2,736
BWSR RIM Funds	\$ 85	\$ -	\$ -
SWAG Funds	\$ 24,145		
Warroad Watershed Assess Project	\$ 19,602		
TOTAL INTERGOV. REV. STATE	\$ 74,308	\$ 32,432	\$ 32,432
CHARGES FOR SERVICES	\$ 38,353	\$ 29,415	\$ 29,415
INTERGOVERNMENTAL REV. LOCAL			
Warroad River Watershed	\$ 1,713	\$ 9,826	\$ 7,500
SWAG	\$ -	\$ -	\$ -
Roseau County-WRWD Assess. Project	\$ 8,983		
NW MN Foundation	\$ 192		
City of Warroad	\$ 500		
TOTAL INTERGOV. REV. LOCAL	\$ 11,388	\$ 9,826	\$ 7,500
INTERGOVERNMENTAL REV. FEDERAL	\$ 10,935	\$ -	\$ -
MISCELLANEOUS			
Interest	\$ 2,399	\$ 4,500	\$ 2,500
Dividend	\$ 3,142	\$ 2,500	\$ 2,500
Misc. Revenue	\$ 197		
PERA Aid	\$ 457	\$ 457	\$ 457
TOTAL MISCELLANEOUS	\$ 6,195	\$ 7,457	\$ 5,457
TOTAL REVENUES	\$ 260,323	\$ 217,787	\$ 211,809

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Budget Proposal – 2014

Roseau County Agricultural Inspector

The County Agricultural Inspection Program will be administered by the Roseau Soil and Water Conservation District in accordance with all State Rules, Regulations, and Statutes as well as the Noxious Weed Laws under the Minnesota Department of Agriculture guidelines.

Office/Field Staff Time--	350 hours @ \$30.00	\$10,500.00
General Notice Publishing--		\$250.00
Rent, MACAI Dues, Training --		\$1000.00
Misc. Expense-- (Postage, office supplies, file, and news articles.)		\$750.00
Total -		<u>\$12,500.00 **</u>

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

October 8, 2013

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, October 8, 2013.

CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

The meeting was called to order at 9:00 a.m. by Board Chair Roger Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Todd Miller and Glenda Phillipe. Commissioners Foldesi and Swanson were excused.

APPROVAL OF AGENDA

A discussion on a State of Minnesota Limited Use Permit was added to Committee Reports for the Highway Department. A motion to adopt the amended Agenda was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

CC/ESD Pelowski informed the Board that a Joint Ditch Authority meeting will be held on October 17, 2013 at 10:00 a.m. in Roseau.

APPROVE BILLS

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

Warrants Approved For Payment 9/26/2013

Vendor Name	Amount
AFLAC	3,291.34
MORRIS SEALCOAT & TRUCKING INC	433,335.63
12 Payments less than 2,000.00	5,283.36
Final Total:	441,910.33

Warrants Approved For Payment 9/30/2013

1 Payment less than 2,000.00	644.00
Final Total:	644.00

Warrants Approved For Payment 10/03/2013

Vendor Name	Amount
DEARBORN NATIONAL LIFE INSURANCE CO	2,215.59
HORNER PLUMBING & EXCAVATION	34,344.30
JOHNSON/LAURE A	4,054.88
NW MN SERV COOP-BLUE CROSS BLUE SHIELD	66,234.00
PRUDENTIAL	2,234.62
RIVERFRONT STATION	2,061.66
SWINGEN CONSTRUCTION CO	183,704.55
WARROAD AMBULANCE & RESCUE SQUAD	25,000.00
17 Payments less than 2,000.00	9,157.16
Final Total:	329,006.76

Warrants Approved On 10/08/2013 For Payment 10/11/2013

Vendor Name	Amount
AVIANDS LLC	6,909.62
CDW GOVERNMENT INC	2,738.51
CONTECH ENGINEERED SOLUTIONS LLC	22,289.96
DELL MARKETING LP	2,881.45

FARMERS UNION OIL CO-LK BRNSN	3,943.28
FARMERS UNION OIL CO-WARROAD	4,730.62
H & L MESABI INC	2,342.54
MACTEK SYSTEMS INC	5,205.00
MAR-KIT LANDFILL	37,790.25
MSOP-MN SEX OFFENDER PROGRAM-D 462	3,943.20
NORTHERN RESOURCES COOPERATIVE	19,145.24
R & Q TRUCKING INC	2,248.00
REGENTS OF U OF MINNESOTA	16,387.50
ROSEAU CO COOP ASSN	27,714.54
SJOBERG'S INC	2,668.25
STOSKOPF INC/STEVEN	5,760.00
T C LIGHTING	2,126.66
TRAFFIC MARKING SERVICE INC	35,575.55
ZIEGLER INC	6,318.37
77 Payments less than 2,000.00	30,554.78
Final Total:	241,273.32

DELEGATIONS/BOARD APPOINTMENTS

Marc Bloomquist – Minnesota Department of Corrections

Mr. Bloomquist met with the Board to review the MnDOC successes through programs such as Teen Journey, Safe and Sober, Juvenile Traffic Diversion, Mental Health Programs, Social Service Collaboration and the DWI Court. Mr. Bloomquist noted how effective the Community Justice Coordinating Committee has been in reducing out of home placement costs and juvenile recidivism. Bloomquist stated that he will return to the Board with a budget review before the end of 2013.

CONSENT AGENDA

A motion to adopt the Consent Agenda was made by Commissioner Miller, seconded by Commissioner Phillipe and carried unanimously. The Board, by adoption of its Consent Agenda, approved the September 24, 2013 Board Proceedings; approved a State of Minnesota Lawful Gambling Permit for the Warroad/Lost River Sportsmen Complex; passed resolution #2013-10-01 for distribution of unclaimed property; passed resolution #2013-10-03 committing reserve funds to: Infrastructure (\$1,946,000.00), Equipment (\$1,261,000) and Technology (\$526,000.00); approved the 2014-2015 County MFIP Biennial Service Agreement; approved a revision to the unpaid time-off policy; and, approved a final payment to R & Q Trucking in the amount of \$47,069.00.

DEPARTMENT REPORTS

County Auditor

Auditor Martie Monsrud met with the Board to request an amendment to resolution 2013-07-03 which would change the designation of the identified tax forfeited land from "conservation" to "non-conservation." Ms. Monsrud explained that this change is necessary in order for the County to receive fair market value for the land. A motion was made by Commissioner Phillipe, seconded by Commissioner Miller and carried unanimously to adopt the following amended resolution.

2013-07-03 (amended)

WHEREAS, the Commissioner of Natural Resources of the State of Minnesota has made application under authority of M.S.A. section 282.01, subd. 1a on behalf of the Department of Natural Resources, a State Agency, for release of the following described lands from the trust in favor of the taxing district:

NW 1/4 of the NE 1/4; NW 1/4 of Section 29 and the
E 1/2 NE 1/4 of Section 30 all in Township 160, Range 40.
(PID # 11.3000200 & 11.3002500). and;

WHEREAS, it appears that there is need for such lands and the applicant desires to obtain such lands for non-conservation purposes;

NOW, THEREFORE, BE IT RESOLVED, that the petition of said Commissioner of Natural Resources of the State of Minnesota, be granted and that the above described lands be and hereby are released from the trust in favor of the tax district to the State of Minnesota, Department of Natural Resources, and;

BE IT FURTHER RESOLVED, that the Roseau County Board of Commissioners hereby classifies the above described property as non-conservation lands, and;

BE IT FURTHER RESOLVED, that the Roseau County Board of Commissioners hereby set the purchase price at \$196,000.00 for the above described property.

COMMITTEE REPORTS

Solid Waste Planning Committee

CC/ESD Pelowski, on behalf of the Solid Waste Planning Committee, recommended that the Board adopt Ordinance No. 31 which would establish the 2014-2015 Tip Fee and Service Fee Schedule for the County. There were no changes proposed for 2014-2015. A motion to approve Ordinance No. 31 for the years 2014 and 2015 was made by Commissioner Phillippe, seconded by Commissioner Miller and carried unanimously.

In addition, Mr. Pelowski discussed the 2014 Market Price for delivery of solid waste management services in Roseau County. Pelowski noted that the proposed Market Price of \$51.60 per ton is unchanged from 2013. A motion was made by Commissioner Miller, seconded by Commissioner Phillippe and carried unanimously to adopt the following resolution:

2013-10-02

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 \$51.60 per ton, based upon the lowest price available in the area, for CY 2014.

Highway Committee

Engineer Ketring requested the Board consider approving a Minnesota Limited Use Trail Permit for a section of two-way snowmobile trail in the Roosevelt area. This permit is required by the state in order for the Roseau County Trailblazers to provide signage and maintain this section of trail. The Board requested the County Attorney conduct a legal review of the permit; therefore, this matter was tabled to the October 22, 2013 Board meeting.

COUNTY BOARD ITEMS

Website Management

IT Administrator Chris Stauffer met with the Board to discuss establishing a Website Management Committee in order to update and maintain the County's website. A motion to appoint Chris Stauffer, Dave Anderson, Glenda Phillipe, Todd Miller and Ann Marie Miller to the Website Management Committee was made by Commissioner Miller, seconded by Commissioner Phillipe and carried unanimously.

Health Insurance

The Insurance Committee met with the Board on September 24, 2013 and recommended approval of the 2014 employee benefit plans with the exception of the health insurance premium cost share. The Board was presented with the following information:

Insurance Pool minimum/maximums are reviewed and voted on annually by the Northwest Service Cooperative CCOGA Advisory Council. For 2014, the Advisory Council selected the range of a minimum premium increase of 4.5%, and a maximum premium increase of 29% for pool members. Blue Cross Blue Shield (BCBS) of Minnesota calculated a 29% INCREASE for Roseau County's group for 2014. The impact of the 29% premium increase is listed below.

		<u>2013</u>	<u>2014</u>	<u>Increase Per Month</u>
\$2,250 Deductible VEBA:	Single	\$362.50	\$ 467.50	+\$105.00
	Family	\$852.00	\$1,099.00	+\$247.00
\$5,000 Deductible HSA/VEBA:	Single	\$303.00	\$ 391.00	+\$ 88.00
	Family	\$711.50	\$ 918.00	+\$206.50

At the September 24, 2013, Board Meeting, the Board approved adding a \$6,350, single, \$12,700, family deductible Blue Cross Blue Shield VEBA/HSA plan as another option for employees. The monthly premiums for the \$6,350/\$12,700 plan in 2014 will be as follows:

\$6,350 Deductible HSA/VEBA:	Single	\$ 372.00
	Family	\$ 873.00

In 2014, the prescription drug copay plan (Group CP122-V1) that is currently available to Medicare Eligible employees and retirees, will no longer be offered by Blue Cross and Blue Shield. Members currently on the drug copay medical plan will have the option of moving to one of our other medical plans as they are all "creditable" plans.

Currently, the employer premium contributions are as follows: \$2,250 deductible VEBA plan, \$265.26 per month toward a single plan, and \$641.00 per month toward a family

plan; \$5,000 deductible HSA/VEBA plan, \$264.76 per month toward a single plan, and \$639.50 per month toward a family plan.

The current employer contribution to the employee's VEBA or HSA account is: \$100.00 per month/single plan, and \$200.00 per month/family plan.

Roseau County currently carries **36** active single contracts (*17 - \$2,250 deductible plan, 19 - \$5,000 deductible plan*); **69** active family contracts (*32 - \$2,250 deductible plan, 37 - \$5,000 deductible plan*); and **3** COBRA contracts (1 retiree single, 1 retiree family, and 1 non-retiree single). Retiree and non-retiree COBRA participants pay their own premiums. Per current policy, retired COBRA participants on Roseau County's health insurance, receive the same VEBA or HSA contribution as active employees. Non-retiree COBRA participants do not receive a VEBA or HSA contribution.

In addition, the Board discussed health insurance premium cost share options for 2014-2016. A motion was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously to adopt the following resolution:

2013-10-04

BE IT RESOLVED, that the Board does hereby approve a 50%/50% cost share, between the County and employees, of the 29% increase in 2014 County Health Insurance premium for the \$2,250/\$4,500 deductible BCBS VEBA medical plan, and the \$5,000/\$10,000 deductible BCBS VEBA/HSA medical plan.

BE IT FURTHER RESOLVED, that the Board does hereby approve a fixed percentage premium cost share for the new \$6,350/\$12,700 deductible BCBS medical plan for 2014. The County will pay 90% of the premium, and employees' participating in that plan will pay 10% of the premium. The premium cost share amounts for each of the plans will be as follows for 2014:

		<u>Premium</u>	<u>Employer</u>	<u>Employee</u>
\$2,250 Deductible VEBA:	Single	\$ 467.50	\$317.76	\$149.74
	Family	\$1,099.00	\$764.50	\$334.50
\$5,000 Deductible HSA/VEBA:	Single	\$391.00	\$308.76	\$ 82.24
	Family	\$918.00	\$742.75	\$175.25
\$6,350 Deductible HSA/VEBA:	Single	\$372.00	\$334.80	\$ 37.20
	Family	\$873.00	\$785.70	\$ 87.30

BE IT FURTHER RESOLVED, that the employer contributions to the employees' VEBA or HSA accounts will remain the same for 2014; \$100.00 per month/single plan, and \$200.00 per month/family plan.

BE IT FURTHER RESOLVED, that the Board hereby approves fixed percentage health insurance premium cost shares for the years 2015, and 2016 as follows:

\$2,250 Deductible VEBA Plan: The County will pay 75% of the premium, and participating employees will pay 25%.

\$5,000 Deductible HSA/VEBA Plan: The County will pay 85% of the premium, and participating employees will pay 15%.

\$6,350 Deductible Plan: The County will pay 90% of the premium, and participating employees will pay 10%.

Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Committee of the Whole, 10/1/13; Sheriff's Committee, 10/2/13; Operations Committee, 10/2/13; Building Committee, 10/2/13; Solid Waste Committee, 10/2/13.

Commissioner Miller reported on the following committee(s): Meeting with U.S. Senator Franken's Office, 9/26/13; Committee of the Whole, 10/1/13; Roseau River Watershed District, 10/2/13; Community Justice Coordinating Committee, 10/2/13; Sheriff's Committee, 10/2/13; Operations Committee, 10/2/13; Joint Northern Counties Land Use Coordinating Board, 10/3/13.

Commissioner Phillippe reported on the following committee(s): SSTS Grant meeting, 9/24/13; Warroad River Watershed District, 9/25/13; Warroad Parks and Rec, 9/26/13; Committee of the Whole, 10/1/13; Lake Township Board, 10/2/13; Assessor Presentation, Warroad, 10/2/13; Housing Institute/RCAHF, 10/4/13.

Commissioner Swanson reported on the following committee(s): Health Fair Planning Committee, 9/25/13; Roseau Economic Development Authority, 9/25/13; Committee of the Whole, 10/1/13; Community Justice Coordinating Committee, 10/2/13; Sheriff's Committee, 10/2/13; Operations Committee, 10/2/13; Building Committee, 10/2/13; Solid Waste Committee, 10/2/13; Housing Institute/RCAHF, 10/4/13; Roseau Convention and Visitors Bureau, 10/7/13; Roseau City Council, 10/7/13.

Upon motion carried, the Board adjourned the regular meeting at 11:30 a.m. The next regular meeting of the Board is scheduled for October 22, 2013 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Roger Falk, Chair
Board of County Commissioners
Roseau County, Minnesota



**OHV Trails Assistance Program
Grant Funding Application
(FORM 1)**

7 DEPARTMENT USE ONLY
FY _____ Purchase Order Number # _____
Grant amount: _____

Check Type of Off-highway Vehicle Funding Applied for:

All-Terrain Vehicle Trail Off-Highway Motorcycle Trail Off-Road Vehicle Trail

1. Off-highway Vehicle Trail information

1A. Club name: *Roseau / Lake of the Woods Sportsman's Club* 1B. Date: *10/14/2013*
1C. Trail or trail system name: *Ros / Low* 1D. Miles of existing trail in GIA system: *80.29*

2. Trail administrator contact information and approval

2A. Name: *Myles Hogenau* 2B. Signature: *Myles Hogenau*
2C. Address (Street, Box Number, City, State, Zip Code): *68224 Co Rd #140 Roosevelt MN. 56673*
2D. Preferred phone number: *218-689-6889* 2E. Alternate phone number or Email Address: *218-242-9751*

3. Public point of contact information and approval

3A. Name: _____ 3B. Signature: _____
3C. Address (Street, box number, City, State, Zip Code): _____
3D. Phone number (include area code): _____ 3E. Alternate phone number (include area code) or email address - optional: _____

4. Trail fund request *10000.00*

4. Total grant request (from question 4D project cost breakdown and explanation worksheet):

5. Sponsor approval

5A. Local unit of government sponsor/ contact name: *I* 5B. Telephone number. (include area code): _____
5C. Address (Street, Box Number, City, State, Zip Code): _____

5D. Authorized signature of sponsor: _____ 5E. Name and Title: _____ 5F. Date: _____

6. DEPARTMENT USE ONLY [Certification by Department of Natural Resources]

6A. Authorized signature: _____ 6B. Date: _____
Area Supervisor
6C. Authorized signature: _____ 6D. Date: _____
Regional Manager

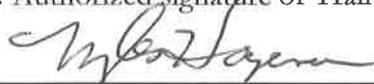
8. Required Attachments

- 8A. Project Location Map, Including Existing Trail in GIA System, Existing Trail Not in System, and any Trail Facilities and/or Bridges
8B. Sponsor Resolution
8C. Documentation of Required Permits and Approvals and Additional Project Supporting Information (Optional)

**OHV Trails Assistance Program
Cost Worksheet maintenance/project (FORM 2)**
use with existing and new proposals

1.1. Club name: <i>Roseau/Lake of the Woods Sportsman's Club</i>		1.2. Date <i>10/14/2013</i>						
1.3. Trail or trail system name: <i>Ros/Low</i>		1.4. Miles of existing trail in GIA system: <i>50.29</i>						
1.5. Local unit of government sponsor: <i>Roseau County</i>								
1.6. Project Description (Provide a detailed Description of Project): <i>GIA maintenance, Trail Head, Trail Access, Signage, Safety, Maint. Insurance</i>								
2. How project will be accomplished (Describe work needed): <i>Club members maintaining, Rental Equipment, making Access Improvements</i>								
Expenditures Reimbursable at 65%								
A. ADMINISTRATION Explanation: <i>Book Keeping</i>			= 700. ⁰⁰					
B. ACQUISITION Explanation:								
Labor	+	Mileage	+	Equipment	+	Materials	=	-
-		-		-		-		
C. CONSTRUCTION Explanation:								
Labor	+	Mileage	+	Equipment	+	Materials	=	-
-		-		-		-		
D. FACILITIES Description:								
Labor	+	Mileage	+	Equipment	+	Materials	=	1,000. ⁰⁰ -
<i>750.⁰⁰</i>		-		-		<i>250.⁰⁰</i>		
E. TRAIL SYSTEM MAP PRINTING				<i>2500.⁰⁰</i>	=	<i>2500.⁰⁰</i>		
Explanation:								
Total Cost (Sum A to E)				=	<i>4700.⁰⁰</i>			
2.1. TOTAL COST REIMBURSEABLE @ 65% (Sum A to E X 65%)				=	<i>2730.⁰⁰</i>			
Expenditures Reimbursable at 90%								
F. MAINTENANCE Explanation:								
Labor	+	Mileage	+	Equipment	+	Materials	=	7000. ⁰⁰
<i>1000.⁰⁰</i>		<i>1000.⁰⁰</i>		<i>2000.⁰⁰</i>		<i>3000.⁰⁰</i>		
G. GROOMING (Only use if trail season is shared with groomed snowmobile use) Explanation:								
Labor	+	Mileage	+	Equipment	+	Materials	=	-
-		-		-		-		
H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year) <i>2641.⁰⁰</i>				=	<i>1500.⁰⁰</i>			
Explanation:								
Total Cost (Sum F to H)				=	<i>8500.⁰⁰</i>			
2.2. TOTAL COST REIMBURSEABLE @ 90% (Sum F to H X 90%)				=	<i>7650.⁰⁰</i>			
3. Grant Request								
3.1. Total Expenditures Reimbursable at 65% (From 2.1.)				=	<i>2730.⁰⁰</i>			
3.2. Total Expenditures Reimbursable at 90% (From 2.2)				=	<i>7650.⁰⁰</i>			
3.3. Total Grant Request (Sum 3.1. & 3.2.)				=	<i>10380.⁰⁰</i>			
3.4. Balance remaining from previous grants				=	-			
3.5. Grand Total State Cost (Sum 3.4. - 3.3.)				=	-			

 OHV Trails Assistance Program Request for Reimbursement (FORM 5)		7 B DEPARTMENT USE ONLY FY Purchase Order Number #	
1. Off-highway Vehicle Trail information			
1A. Trail or trail system name:		1B. Date:	
Ros/Low Grover Trail/Lund		9/26/2013	
1C. Club name: Roseau - Lake of the Woods ^{Sports Club}		1D. Sponsor name: Roseau County	
Reimbursement period start date (for this request):		Reimbursement period end date (for this request):	
9/26/2013			
2. Description of work accomplished:			
Trail Maint, Bushing, Access Improvements			
Development accomplishments)			
Number of miles constructed to date			
Number of bridges			
Number of parking areas			
Maintenance accomplishments)			
Number of miles maintained (this reimbursement only)			
Trail width			
Number of miles traveled by grooming equipment (shared winter trails only)			
3. Project Cost Breakdown and Explanation			
3A. Administration		Grant Writing	
Explanation:		32.00	
3B. Acquisition / relocation			
Explanation:			
3C. Construction		Rock on Grover	
Description:		Placed a skid bridge on Lund trail	
		2875.00	
3D. Facilities			
Description:			
3E. Trail system map printing			
Explanation:			
Total cost (Sum 3A – 3E):		Total reimbursable amount of cost (Up to 65% of Total cost sum 3A – 3E):	
2907.00 2907.00		4022.55 1889.55	
3F. Maintenance		Brushed Trail, Applied Rock	
Explanation:		Improve maint.	
		1412.56	
3G. Grooming (only used for winter OHV trail maintenance to re-shape snow) Explanation:			
3H. Liability insurance (maximum state allowed \$1,500 per year) Explanation:			
Total cost (Sum 3F – 3H):		Total reimbursable amount of cost (Up to 90% of Total cost sum 3F – 3H):	
1412.56		\$ 1271.30	

4. Grant			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H) 4319.56		4B. Total Grant Request Total grant request (Up to 65% of Total cost sum 3A – 3E) ± Total Grant request (Up to 90% of Total cost sum 3F – 3H) State's Cost 3160.89	
4C. Balance remaining from previous grants: FY <u>5365.59</u> FY _____		4D. Grant balance after this request for reimbursement 2399.74	
5. Sponsor approval. I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.			
5A. Authorized signature of Trail Administrator: 		5B. Date of signature: 9/30/2013	
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
6. Required Attachments. Check if applicable.			
6A. Yes <input type="checkbox"/> No <input type="checkbox"/> Any Bids Required?			
6B. Yes <input type="checkbox"/> No <input type="checkbox"/> Original Signatures on all copies?			
6C. Yes <input type="checkbox"/> No <input type="checkbox"/> Signed Work Logs?			
6D. Yes <input type="checkbox"/> No <input type="checkbox"/> Invoices Included for Purchases and Services Over \$100.00?			
7. DEPARTMENT USE ONLY This invoice approved for payment by:			
Parks and Trails Area Supervisor (print name)			Date of signature:
Payment Status	Date	FY	Amount
<input type="checkbox"/> Final	Vendor Number:		CFMS Number:
<input type="checkbox"/> Partial			Parks and Trails Area Supervisor signature
	Invoice Number		
Notes:			



MINNESOTA OFF-HIGHWAY VEHICLE TRAILS ASSISTANCE PROGRAM Operator's Work Log Sheet Hours and Rate (FORM 6)

Trail Name		Sponsor										Year			
Date Month /Day (1)	Operator Name (2)	Labor			Mode of Transportation (6)	Transportation			Other Equipment Used (Include Make & Model) (10)	Other Equipment			TOTAL COST (14)	Work & Location (15)	Expenditure Type Code (16)
		Hours (3)	Rate (4)	Cost (5)		Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)	Cost (13)			
9/25 20	Myles Hoganson	13.5	16	214.5	1 Ton + Trailer	99 miles x .88	87.56	ASU	13.5	47. ⁰⁰	634.5				
								Bush mower	8	12. ⁰⁰	96. ⁰⁰				
9/30	Myles Hoganson	5	16. ⁰⁰	80. ⁰⁰	Ranger Trailer		110. ⁰⁰								
9/30	Doung Pedersen	5	16. ⁰⁰	80. ⁰⁰	Ranger		110. ⁰⁰								
		\$ 374.50 ^{Cost (17)}			\$ 307.56 ^{Cost (18)}			\$ 730.50 ^{Cost (19)}			\$ 1412.56 ^{Total Cost (20)}				

NOTES:

Signature (21) *Myles Hoganson*

Date (22) 9/30/2013

I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.

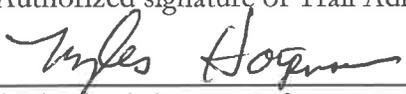
EXPENDITURE TYPE CODE

- A. ADMINISTRATION
- B. ACQUISITION / RELOCATION
- C. CONSTRUCTION

- D. FACILITIES
- E. TRAIL SYSTEM MAP PRINTING
- F. MAINTENANCE

- G. GROOMING (only used for winter OHV trail maintenance by dragging a trail to re-shape snow)
- H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year)

 OHV Trails Assistance Program Request for Reimbursement (FORM 5)		7 B DEPARTMENT USE ONLY FY _____ Purchase Order Number # _____	
1. Off-highway Vehicle Trail information			
1A. Trail or trail system name: Ros / Low		1B. Date: 10/11/2013	
1C. Club name: Roseau Lake of the Woods Sportsmen's Club		1D. Sponsor name: Roseau County	
Reimbursement period start date (for this request):		Reimbursement period end date (for this request):	
2. Description of work accomplished: Picked up Signs + Fence Post, attended meeting with DWR.			
Development accomplishments) Number of miles constructed to date Number of bridges Number of parking areas			
Maintenance accomplishments) Number of miles maintained (this reimbursement only) Trail width Number of miles traveled by grooming equipment (shared winter trails only)			
3. Project Cost Breakdown and Explanation			
3A. Administration Explanation: Grant Writing		32.00	
3B. Acquisition / relocation Explanation:			
3C. Construction Description:			
3D. Facilities Description: Fence Post		486.25	
3E. Trail system map printing Explanation:			
Total cost (Sum 3A – 3E): 518.25		Total reimbursable amount of cost (Up to 65% of Total cost sum 3A – 3E): 336.87	
3F. Maintenance Explanation: meeting, mileage, Ranger + Brushing		1020.64	
3G. Grooming (only used for winter OHV trail maintenance to re-shape snow) Explanation:			
3H. Liability insurance (maximum state allowed \$1,500 per year) Explanation:			
Total cost (Sum 3F – 3H): 1020.65		Total reimbursable amount of cost (Up to 90% of Total cost sum 3F – 3H): 918.57	

4. Grant			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H)		4B. Total Grant Request Total grant request (Up to 65% of Total cost sum 3A – 3E) +Total Grant request (Up to 90% of Total cost sum 3F – 3H) State's Cost	
1538.90		1255.44	
4C. Balance remaining from previous grants:		4D. Grant balance after this request for reimbursement	
FY <u>2399.74</u>		1144.30	
FY _____			
5. Sponsor approval. I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.			
5A. Authorized signature of Trail Administrator:		5B. Date of signature:	
		9/30/2013	
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
6. Required Attachments. Check if applicable.			
6A. Yes <input type="checkbox"/> No <input type="checkbox"/> Any Bids Required?			
6B. Yes <input type="checkbox"/> No <input type="checkbox"/> Original Signatures on all copies?			
6C. Yes <input type="checkbox"/> No <input type="checkbox"/> Signed Work Logs?			
6D. Yes <input type="checkbox"/> No <input type="checkbox"/> Invoices Included for Purchases and Services Over \$100.00?			
7. DEPARTMENT USE ONLY This invoice approved for payment by:			
Parks and Trails Area Supervisor (print name)			Date of signature:
Payment Status	Date	FY	Amount
<input type="checkbox"/> Final	Vendor Number:		CFMS Number:
<input type="checkbox"/> Partial	Invoice Number		Parks and Trails Area Supervisor signature
Notes:			



MINNESOTA OFF-HIGHWAY VEHICLE TRAILS ASSISTANCE PROGRAM

Operator's Work Log Sheet Hours and Rate (FORM 6)

Trail Name <i>Ros/Low</i>					Sponsor <i>Roseau County</i>					Year <i>2013</i>					
Date Month /Day (1)	Operator Name (2)	Labor			Mode of Transportation (6)	Transportation			Other Equipment Used (Include Make & Model) (10)	Other Equipment			TOTAL COST (14)	Work & Location (15)	Expenditure Type Code (16)
		Hours (3)	Rate (4)	Cost (5)		Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)	Cost (13)			
	<i>Myles Hagenson</i>	<i>4</i>	<i>12</i>	<i>48</i>	<i>Pickup</i>	<i>208</i>	<i>.61</i>	<i>126.98</i>							
	<i>Loe Arjona</i>	<i>4</i>	<i>12</i>	<i>48</i>											
	<i>stewe Wilson</i>	<i>4</i>	<i>12</i>	<i>48</i>		<i>148</i>	<i>.61</i>	<i>90.28</i>							
	<i>Myles Hagenson</i>	<i>4</i>	<i>12</i>	<i>48</i>	<i>Pickup</i>	<i>208</i>	<i>.61</i>	<i>126.98</i>							
	<i>Myles Hagenson</i>	<i>6</i>	<i>16</i>	<i>96</i>	<i>Ranger</i>	<i>6</i>	<i>22</i>	<i>132</i>							
		\$ <i>288</i> Cost (17)			\$ <i>476.04</i> Cost (18)			\$ <i>764.04</i> Cost (19)			\$ <i>764.04</i> Total Cost (20)				
NOTES:								Signature (21) <i>Myles Hagenson</i>		Date (22) <i>10/11/2013</i>					
I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.															
EXPENDITURE TYPE CODE															
A. ADMINISTRATION				D. FACILITIES				G. GROOMING (only used for winter OHV trail maintenance by dragging a trail to re-shape snow)							
B. ACQUISITION / RELOCATION				E. TRAIL SYSTEM MAP PRINTING				H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year)							
C. CONSTRUCTION				F. MAINTENANCE											



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

2013-10-XX

WHEREAS, Board Resolution 2012-11-02, consolidating the State Ditch 20 and State Ditch 69 systems, was passed following a public hearing which was held on November 13, 2012;

BE IT RESOLVED, that the State Ditch 20 fund is hereby abolished, effective October 22, 2013;

BE IT FURTHER RESOLVED, that the Auditor is authorized to transfer the State Ditch 20 fund balance to the State Ditch 69 fund.

STATE OF MINNESOTA)

) ss

COUNTY OF ROSEAU)

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 22, 2013.

(SEAL)

Jeff Pelowski
Roseau County Coordinator

MINNESOTA • REVENUE



PRISM Implementation Grant Application

The Minnesota Legislature has authorized a grant to help counties pay their costs to implement PRISM. The total grant amount is \$300,000, to be equally divided among the approved grantees. *[Minnesota Laws 2013, Chapter 142, Section 14]*

To qualify for the grant your county must:

- Complete the form below, signed by the county's board chairperson.
- Return the completed application to PRISM.mdor@state.mn.us by **Dec. 20, 2013**. (We will not accept, or consider, late applications for this grant.)
- Be current on all property tax data submissions at the time of application.

If you have questions, contact us at PRISM.mdor@state.mn.us or call 651- 556-6091.

County Name:	<u>Roseau County</u>
Contact Person:	<u>Martie Monsrud</u>
Title/Position:	<u>County Auditor</u>
Phone Number:	<u>218-463-1282</u>
Email:	<u>martie@co.roseau.mn.us</u>

Describe how you plan to use these funds to implement PRISM.

[It is the intention of Roseau County to use these funds to assist in the cost of the programming within the property tax system software and to offset any additional labor costs associated with the testing and implementation of PRISM.](#)

County Board Chairperson

Signature

Print Name

Date

Kittson, Lake of the Woods, Marshall, Pennington, & Roseau Counties

Request for Proposals

Prepare 10-Year Solid Waste Management Plans

Contact:

Jeff Pelowski

Roseau County Coordinator/Environmental Services Director

606 5th Ave SW, #150

Roseau, MN 56751

Phone: 218-463-3750

Cell: 218-242-4601

Email: pelowski@co.roseau.mn.us

PROPOSAL

Kittson, Lake of the Woods, Marshall, Pennington, & Roseau Counties are seeking assistance in preparing new 10-year Solid Waste Management Plans (SWMPs) and obtaining approval of the SWMPs by the Minnesota Pollution Control Agency (MPCA).

Each SWMP must meet the requirements of Minn. R. 9215 and include an executive summary, background information, solid waste collection and generation information, and describe the existing and proposed integrated solid waste management systems. Each SWMP will include as appendices; a goal volume table, a 10 year solid waste budget, a copy of the county's current solid waste ordinance, and other appendices as necessary to support the SWMP.

Final drafts of the SWMPs are to be submitted to the MPCA no later than March 1, 2014, for placement on public notice by the MPCA. If comments are submitted during the public comment period that necessitates changes in the SWMPs, the changes will be made before the MPCA can grant final approval.

A schedule of payment will be negotiated with the selected proposer.

QUALIFICATIONS

All proposers shall document applicable experience and expertise in the following areas:

- Solid Waste Planning
- Optimizing Reduction, Reuse, and Recycling of Solid Waste
- Transportation of MSW in Areas of Minimal Population Densities
- Problem Materials Management
- Household Hazardous Waste Collection and Disposal
- Public Education of Solid Waste Issues
- Implementation of Equitable Solid Waste Fees

PROPOSAL SUBMISSION REQUIREMENTS

In order to be considered by the Counties for selection to perform the project, each interested proposer must submit a cover letter dated and with signature of a representative of the firm authorized to negotiate contracts. The proposal shall also include the following information:

- Firm information (name, address, phone and fax numbers, email address, website location) and a brief history.
- Relevant experience.
- Team – Over all explanation of team structure including team leaders, qualifications and experience, and amount of time available for this project.
- Philosophy and approach to solid waste planning.
- Number of onsite meetings and consultations expected.
- Schedule.
- Proposed fee and detailed breakdown of the components of the fee.
- Any other information pertinent to the proposed project.

SELECTION PROCESS AND SCHEDULE

Deadline for submittal of information is September 27, 2013. Proposals shall be addressed to Jeff Pelowski; Roseau County Coordinator/Environmental Services Director; 606 5th Ave SW, #150; Roseau, MN 56751. A selection committee, made up of representatives of the Counties involved, will then meet and make a decision by October 18, 2013. The selection committee reserves the right to reject any and all proposals at its discretion.

FISCAL AGENT

The Fiscal Agent for this project is as follows:

Mr. Dale Nelson
Mar-Kit Landfill
2650 290th Avenue
Hallock, MN 56728
Office # 218-754-4581
Cell # 218-689-7872
Email: markit@wiktel.com

MPCA REVIEWER

John Pokorney
Solid Waste Unit
MPCA
7678 College Road, Suite 105
Baxter, MN 56425
Office # 218-316-3893
Cell # 218-820-0303
Email: john.pokorney@state.mn.us

CONTACT FOR QUESTIONS

Jeff Pelowski
Roseau County Coordinator/Environmental Services Director
606 5th Ave SW, #150
Roseau, MN 56751
Phone: 218-463-3750
Cell: 218-242-4601
Email: pelowski@co.roseau.mn.us

Roseau County Board

October 2013

Glenda A. Phillipe

District One

September 24 - Roseau County Board - Roseau

September 25 - Warroad Watershed - Warroad

September 26 - Warroad Parks and Rec - Warroad

October 1 - COW - Roseau

October 2 - Lake Township - Warroad

October 3 - Assessor Presentation - Warroad

October 4 - Housing Institute/RCAHF - Roseau

October 8 - County Board - Roseau

October 8 - STSS - Roseau

October 10 - Public Financial Disclosure Webinar - Warroad

October 15 - Social Services - Roseau

October 15 - Highway - Roseau

October 15 - Warroad City Council - Warroad

Sebby introduction; Riverview Drive SW project approved; legacy grant app approved for expansion of campgrounds and bathrooms; JV softball field improvements \$25,000 donated by Chevrolet (via Ron Storey); extended NMPA sales agreement to 2050.

October 21 - Land of the Dancing Sky - East Grand Forks

October 22 - County Board - Roseau

JACK SWANSON COMMITTEE REPORTS

OCTOBER 9, 2013 - NORTHWEST REGIONAL RADIO BOARD; appointed Tom Hanson (LOW County) to SECB Funding Study workgroup; approved ARMER participation plans for White Earth, Pennington County and Clearwater County; heard that Owners and Operators Committee membership remains slow

OCTOBER 11, 2013 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE (ST PAUL); recommended SECB approve money for Federal Engineering Public Safety Communications funding study - which will look at fiscal sustainability of ARMER, next generation 911, and broadband

OCTOBER 11, 2013 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (ST PAUL); approved formation of a joint AMC/MACO committee to consider compromise position on allowing counties greater latitude in appointing row officers (versus electing) ... discussed AMC position on MAGIC act Approved preliminary 2014 AMC budget

OCTOBER 15, 2013 - SOCIAL SERVICES BOARD

OCTOBER 15, 2013 - HIGHWAY COMMITTEE

OCTOBER 16, 2013 - ROSEAU COUNTY HEALTH FAIR

OCTOBER 17, 2013 - GREATER MINNESOTA ADVISORY PANEL (ST MICHAEL); discussed health care costs and transportation issues

OCTOBER 21, 2013 - ROSEAU COUNTY COMMITTEE ON AGING