
REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on October 25, 2016, 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

9:05 Delegations/Board Appointments/Public Comments*

9:10 Consent Agenda

1. October 11, 2016 Proceedings
2. Roseau County Trailblazers – 2016/2017 Maintenance and Grooming Grant Agreement
3. Roseau/LOW Sportsman's Club – Request for Reimbursement
4. Gravel Lease Renewal

9:15 Department Reports

1. Auditor
 - a. Election Canvassing Board
2. Sheriff
 - a. A'viands Food Service Contract

9:30 County Board Items

1. Commissioner Committee Reports

10:00 Unfinished Business

10:00 Adjourn

***Limited to five minutes**



Roseau County Request for Board Action

| | | |
|---|------------------|--|
| Agenda Item #: Consent 1 <small>(for office use only)</small> | | |
| Requested Board Date: | October 25, 2016 | Originating Department: Coordinator |
| Subject Title (as it will appear on the Agenda): October 11, 2016 Board Proceedings | | Presenter: Jeff Pelowski |
| Estimated Amount of Time Needed for Discussion: | | |
| <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes | | |
| Board Action Requested: Review and approve the October 11, 2016 Board Proceedings. | | |
| Background: | | |
| Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None | | |
| Agenda Classification for County Board Meeting: | | |
| <input type="checkbox"/> Delegations <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other | | |

FOR OFFICE USE ONLY:

| | |
|--|--|
| Board Action: Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____ | Distribution/Filing Instructions: |
|--|--|

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

October 11, 2016

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, October 11, 2016 at 9:00 a.m.

CALL TO ORDER

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, Mark Foldesi, Todd Miller, and Jack Swanson. Commissioner Phillipe was absent.

APPROVAL OF AGENDA

A motion to approve the Agenda was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski provided a summary of the AMC County Program Aid meeting he attended on October 10, 2016, in St. Paul; Auditor Monsrud distributed the MCIT notification of the 2016 Annual Meeting and Notice of Board Election; and, Assessor Lund introduced Kathy Elson and Kathy Howard as the two new Appraiser Trainee hires in her office.

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 9/29/2016

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------|------------------|
| AFLAC | 5,648.10 |
| ANDREW J STOSKOPF TRUCKING INC | 9,329.35 |
| NORTHWEST COMMUNITY ACTION | 20,000.00 |
| RIVERFRONT STATION | 2,090.52 |
| 9 Payments less than 2,000.00 | 3,468.98 |
| Final Total: | 40,536.95 |

Warrants Approved For Payment 10/06/2016

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------------------|-------------------|
| CENTURYLINK | 2,535.98 |
| DEARBORN NATIONAL LIFE INSURANCE | 2,360.83 |
| JOHNSON OIL CO INC | 3,024.80 |
| JOHNSON/LAURE A | 3,526.88 |
| MN DEPT OF FINANCE -TREAS | 3,492.00 |
| NW MN SERV COOP-BLUE CROSS BLUE | 93,903.50 |
| 12 Payments less than 2,000.00 | 8,753.86 |
| Final Total: | 117,597.85 |

Warrants Approved For Payment 10/06/2016

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------|-------------------|
| MINN-DAK ASPHALT INC | 209,623.71 |
| Final Total: | 209,623.71 |

Warrants Approved On 10/11/2016 For Payment 10/14/2016

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------------------|-------------------|
| D-A LUBRICANT CO. INC. | 5,824.50 |
| EMERGENCY AUTO TECH INC | 4,058.04 |
| FARMERS UNION OIL CO-WARROAD | 4,303.67 |
| GEO-COMM CORPORATION | 6,480.00 |
| LARSON HELICOPTERS, LLC | 106,916.56 |
| MAR-KIT LANDFILL | 43,831.50 |
| MN DEPT OF CORRECTIONS | 32,600.23 |
| NORTHERN RESOURCES COOPERATIVE | 13,986.30 |
| NORTHLAND TIRE | 11,832.21 |
| PFB MANUFACTURING LLC (PBM) | 16,305.00 |
| PINE RIDGE REPAIR | 2,874.14 |
| PROVANTAGE LLC | 5,520.93 |
| R & Q TRUCKING INC | 76,320.00 |
| REGENTS OF U OF MINNESOTA | 19,712.49 |
| ROSEAU CO COOP ASSN | 7,155.14 |
| ROSEAU CO HWY DEPT | 27,742.03 |
| RTVISION INC | 6,450.38 |
| SEACHANGE | 10,754.16 |
| SJOBERG'S INC | 2,668.25 |
| TRAFFIC MARKING SERVICE INC | 25,349.14 |
| UND FORENSIC PATHOLOGHY | 2,939.25 |
| VOYAGEURS COMTRONICS CORPORATION | 2,181.99 |
| WIDSETH SMITH NOLTING | 7,711.00 |
| 87 Payments less than 2,000.00 | 35,657.53 |
| Final Total: | 479,174.44 |

In addition, the Board approved a forthwith payment to Brian Kjos, in the amount of \$240.00, for mowing in Juneberry Township.

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

John Wynne, Wynne Consulting

John Wynne met with the Board to request approval to submit a preliminary Small Cities Grant proposal which, if approved, would assist in funding an apartment project in Wannaska and housing rehabilitation projects in Badger and Greenbush. A motion to authorize Wynne Consulting to submit a preliminary Small Cities Grant application was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously.

Maria Pahlen, Roseau County Drug Court

Maria Pahlen met with the Board to request approval of a Grant Agreement in the amount of \$305,501.50, effective October 1, 2016 through September 30, 2019, to assist in funding an Adult Drug Court in Roseau County. Pahlen stated that by accepting this Grant Agreement, the Board agrees to provide matching funds, not to exceed \$126,000.00, during the duration of the grant. A motion to approve the Grant Agreement and provide the required matching funds was made by Commissioner Swanson, seconded by Commissioner Miller and carried unanimously.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Miller, seconded by Commissioner Foldesi and carried unanimously. The Board, by adoption of its Consent Agenda, approved the September 27, 2016 Board Proceedings.

DEPARTMENT REPORTS

Highway

Engineer Ketring met with the Board to request a final payment for the County's 2016 Seal Coat and Fog Seal projects and to request approval to extend the 2016 Brushing Contract.

A motion to approve final payment to Morris Sealcoat & Trucking, Inc., in the amount of \$29,656.90, was made by Commissioner Foldesi, seconded by Commissioner Swanson and carried unanimously.

A motion to approve extending the 2016 Brushing Contract with Northwest Concrete to include an additional seven miles, at the bid rate of \$1.73 per foot, of the Ditch 61 System located in Norland and Lake Township(s), was made by Commissioner Foldesi, seconded by Commissioner Miller and carried unanimously.

Auditor

Auditor Monsrud met with the Board to request approval of the 2017 Unorganized Township Levies and Budgets and to request approval of the 2017 Budget Hearing date.

A motion to approve the Unorganized Township Budgets and Levies was made by Commissioner Foldesi, seconded by Commissioner Miller and carried unanimously to adopt the following Resolution:

2016-10-01

ADOPTION OF THE 2017 Unorganized Township Levies and Budgets

WHEREAS, the Roseau County Board of Commissioners has reviewed and considered budgets for the unorganized townships located in Commission District No. 3, 4, and 5, and;

WHEREAS, the Roseau County Board of Commissioners deems it necessary that the following amounts be levied on all taxable property in specified unorganized townships in Roseau County;

NOW, THEREFORE, BE IT RESOLVED that the year 2017 unorganized township budgets are hereby approved and the following amounts shall be levied upon all taxable property in unorganized townships in Roseau County for the year 2017:

| Township | Range | | | |
|-----------------|--------------|-----------------|----|--------|
| 161 | 36 | Clear River | \$ | 6,000 |
| 161 | 37 | America | \$ | 3,000 |
| 162 | 44 | Juneberry | \$ | 5,000 |
| 163 | 38 | Norland | \$ | 12,000 |
| 163 | 39 | Spruce Valley | \$ | 8,000 |
| 163 | 40 | Jadis | \$ | 700 |
| 163 | 43 | | \$ | 125 |
| 163 | 44 | Blooming Valley | \$ | 2,000 |
| 164 | 38 | Norland (north) | \$ | 50 |

| | | | | |
|-----|----|-------------------------|----|-----|
| 164 | 39 | Spruce Valley (north) | \$ | 200 |
| 164 | 40 | | \$ | 700 |
| 164 | 44 | Blooming Valley (north) | \$ | 500 |

A copy of the year 2017 unorganized township budgets is on file in the County Auditor's office.

A motion to set the 2017 Budget Hearing Date for December 13, 2016, beginning at 6:00 p.m., was made by Commissioner Swanson, seconded by Commissioner Foldesi and carried unanimously.

County Attorney

County Attorney Karen Foss met with the Board to request a payroll status change from a Grade 5 to a Grade 6 for the three Legal Administrative Assistants in her office. Foss stated that the Legal Administrative Assistant Job Description was revised and submitted to MRA for re-evaluation. The results of the re-evaluation confirmed a point level equal to a mid-range Grade 6, extended range Grade 5. It was noted that the Board approved a County-wide pay study in 2013 which included an extended range and mid-range in order to provide a more uniform classification system. In comparing the 2013 and 2016 Legal Administrative Assistant job evaluations, it was noted that the points came back exactly the same. A motion to approve changing the payroll status of three Legal Administrative Assistants in the County Attorney's Office from a Grade 5 to a Grade 6 was made by Commissioner Swanson, seconded by Commissioner Falk and failed on a 3-1 vote, with Commissioner Swanson in favor and Commissioners Falk, Miller and Foldesi opposed. The Board agreed to discuss the option of a initiating a new County-wide pay study at the next Operations/Committee of the Whole meeting scheduled for November 1, 2016.

COUNTY BOARD ITEMS

Data Driven Justice Initiative

Commissioner Swanson requested the Board consider submitting a Letter of Commitment to join the White House Data-Driven Justice (DDJ) Initiative. Swanson stated that there is no cost for the DDJ Initiative and explained that the program is designed to gather data on frequent users of public services in order to direct those users to the appropriate agencies and away from the criminal justice system. A motion to submit the Letter of Commitment was made by Commissioner Swanson, seconded by Commissioner Foldesi and carried unanimously.

Commissioner Committee Reports

Commissioner Falk reported on the following committee(s): Building Committee, 9/27/16; Roseau River Watershed District, 10/5/16; Building Committee Meeting, 10/11/16.

Commissioner Miller reported on the following committee(s): Water Restoration and Protection Plan meeting, 9/29/16; Veterans in the Park event, 10/1/16; Minnesota Rural Counties Caucus (MRCC), 10/2 – 10/3/16; MRCC Business meeting 10/4/16; Operations/Committee of the Whole meetings, 10/4/16; Northern Counties Land Use Coordinating Board, 10/6/16; Beltrami Island State Forest Land Utilization Project Citizen Input Panel, 10/6/16; Soil and Water Conservation District, 10/11/16.

Commissioner Phillipe reported on the following committee(s): Warroad Parks and Rec, 9/28/16; Warroad Community Ed, 9/28/16; Warroad Team EPIC, 9/29/16; Committee of the Whole/Operations Committee meetings, 10/4/16.

Commissioner Swanson reported on the following committee(s): Building Committee, 9/27/16; Roseau Community meeting, 9/28/16; Northwest Minnesota Housing and Redevelopment Authority, 9/28/16; Roseau County Affordable Housing Fund, 9/29/16; Association of Minnesota Counties (AMC) Governance Committee teleconference, 10/3/16; Roseau City Council, 10/3/16; Operations Committee/Committee of the Whole meetings, 10/4/16; Community Justice Coordinating Committee, 10/5/16; AMC Executive Committee Teleconference, 10/6/16; Lao Assistance Center meeting, 10/10/16; Minnesota Deer Hunters Association Banquet, 10/10/16; Building Committee, 10/11/16.

Upon motion carried, the Board adjourned the Meeting at 11:20 a.m. The next Regular Meeting of the Board is scheduled for October 25, 2016 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

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

DRAFT

**MINNESOTA SNOWMOBILE TRAILS ASSISTANCE PROGRAM
SNOWMOBILE FY 2017
MAINTENANCE AND GROOMING GRANT AGREEMENT**

| | | |
|---|--|------------------------------|
| Local Unit of Government (Sponsor) Roseau County | Trail/Club Name Pelan Trail/Roseau Trailblazers/BISF #1 | Grant Amount \$114,061.00 |
|---|--|------------------------------|

THIS AGREEMENT is made between the STATE OF MINNESOTA, acting by and through the Commissioner of Natural Resources, hereinafter referred to as the "State," and Local Unit of Government, hereinafter referred to as the "Sponsor" relating to the maintenance and grooming of the trails specified above; and

WHEREAS, the Sponsor desires to maintain trails for the enjoyment of the public; and

WHEREAS, the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83; and

WHEREAS, the Sponsor has applied to the State for a grant for said trails and has submitted the Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming application form, required attachments, and resolution of the Sponsor authorizing the proposed maintenance and grooming. The submitted application form and required attachments are hereinafter referred to as the "Plan", and the sponsor resolution is attached and incorporated into this agreement as Exhibit A; and

NOW THEREFORE, it is agreed between the parties as follows:

A. TRAIL OBLIGATION OF THE SPONSOR. The Sponsor agrees to maintain the proposed trails in accordance with the guidelines contained within the current **Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual**, hereinafter referred to as the "Manual" as accepted or amended by the State. All work will be the responsibility of the Sponsor, its employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota. The Sponsor shall:

1. Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.
2. Provide adequate maintenance and grooming on the Trail, which shall include keeping it reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance and grooming as may be required. The Sponsor and not the State is responsible for maintaining signs and maintenance and grooming of the Trail.

B. TECHNICAL ASSISTANCE. Upon the request of the Sponsor to the extent possible, the State will provide technical assistance with major problems encountered in the maintenance and grooming of the Trail.

C. **FUNDING.** The State's sole responsibility under this Agreement is to provide funds to the Sponsor. In the event that state funds become unavailable because of legislative or executive action or restraints, the grant amount may be reduced or canceled by the State. Due to variability in revenues to the snowmobile account, in FY2017 the State/DNR may reduce or not disburse funds for the third and/or fourth benchmarks.

D. **DISBURSEMENT.** The State agrees to disburse funds to the Sponsor pursuant to this Agreement based upon the satisfactory completion of significant performance benchmarks as identified in section F. This grant shall not exceed the Grant Amount as specified above. Funds not earned and paid out will be canceled annually at the end of the State's fiscal year (June 30).

E. **GROOMING.** In order to receive maximum disbursement from this Agreement, the Sponsor agrees to groom the entire Trail referred to within the Plan in accordance with the Trail Grooming Guidelines established in the Manual.

F. **PAYMENT.**

1. **Trail Completion Benchmark, 45% of Total Grant Amount**

Disbursement of these funds is contingent on the sponsor providing a high quality map that shows the final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. **Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount**

A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. **Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount**

The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. **Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount**

The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the "anticipated" alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

G. **PENALTIES.**

1. If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 45% of the Total Annual Grant Amount.

2. If it is determined that the **Grooming Certification benchmark for the period of opening day through January 15** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

3. If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

4. If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

In addition to the above penalties, the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Trails Assistance Program.

H. ACCOUNTING AND AUDIT. The Sponsor shall maintain books, records, documents, and other evidence relevant to this grant and in such detail that will accurately reflect the benchmarks that have been reached in this program and that have received payment. The Sponsor shall use generally accepted accounting principles and these records shall be retained for six years after this grant terminates. The State, its representative or the legislative auditor shall have the right to examine this evidence and the Sponsor shall make them available at the office at all reasonable times during the record retention period. Records shall be sufficient, as defined in the Manual to reflect significant costs incurred and volunteer donation of time, equipment, and/or materials in performance of this grant.

I. WORKER'S COMPENSATION. The Sponsor shall comply with the provisions for worker's compensation in Minnesota Statutes Chapter 176.181, Subd. 2 and 176.182 and all applicable rules and subsequent amendments thereto.

J. LIABILITY. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The provisions of the Minnesota Tort Claims Act, Minnesota Statutes Chapter 3.736 and other applicable law shall govern the State's liability. The provisions of Minnesota Political Subdivisions Tort Liability, Minnesota Statutes Chapter 466.02 and other applicable law shall govern the Sponsor's liability.

K. TERM.

1. **Effective date: July 1, 2016.** Per MN Statute 16B.98, Subd. 5 and Subd. 7, this agreement is not valid and no payments will be made to the Grantee until this grant contract is fully executed, however, eligible expenses may be incurred the date the appropriation becomes available.

2. **Expiration date: June 30, 2017,** or until all obligations have been satisfactorily fulfilled, whichever is sooner.

L. TERMINATION. This Agreement may be terminated by the State in the event of a default by the Sponsor; the legislature appropriates insufficient monies for the program, or the abandonment of the Trail. The State and the Sponsor may also terminate it upon mutual agreement, upon 30 days' written notice to each entity.

M. ASSIGNMENT OR MODIFICATION. The Sponsor may not assign any of its rights or obligations under this Agreement without the prior written consent of the State. No change or modification of the terms or provisions of this Agreement shall be binding unless such change or modification is in writing and signed by both parties to this Agreement.

N. DATA DISCLOSURE. Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

O. GOVERNING LAW, JURISDICTION, AND VENUE. Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

P. AUTHORIZED REPRESENTATIVE. The State's Authorized Representative is the Trail Area Supervisor from the Parks and Trails Division of the Department of Natural Resources for the area where the trail is located, or his/her successor, and has the responsibility to monitor the Sponsors performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment. A list of the Trail Area Supervisors can be found on the program webpage (http://files.dnr.state.mn.us/assistance/grants/recreation/ohv/area_sups.pdf).

The Sponsor's Authorized Representative is the contact person and individual who provide the authorized signature for the Sponsor, which can be found on the program application (incorporated here into this agreement by reference). If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

The authorized representative of the sponsor is prohibited from being an officer or bookkeeper/accountant of the club or organization receiving this grant on behalf of the State.

Q. INVASIVE SPECIES PREVENTION. The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during work. The Grantee and/or contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

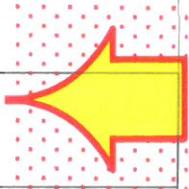
If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by Grantee and/or contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite. Note that transporting noxious weeds requires a permit from the Minnesota Department of Agriculture.

The Grantee and/or contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

LOCAL UNIT OF GOVERNMENT SPONSOR

| | | |
|------------------------------------|-------|------|
| Local Unit of Government (Sponsor) | | |
| Authorized Signature | Title | Date |
| Authorized Signature | Title | Date |

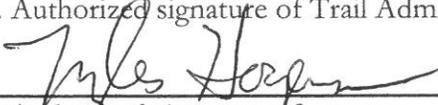


HERE

DEPARTMENT OF NATURAL RESOURCES

| | | |
|--|---|-----------------------------|
| Individual certifies that funds have been encumbered as required by M.S. § 16A.15 and 16C.05. <i>Rebecca Hill</i> | State Encumbrance Verification <i>Contract 116380</i> SWIFT PO #: <i>3-104236</i> | Date <i>10.12.16</i> |
| Authorized Signature | Parks and Trails Division Director or Deputy Director | Date |

| | | | |
|--|--|--|--|
|  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: 10/2/2016 | |
| 1C. Club name: Roseau / Low Sportsmans 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: Trail Improvement | | | |
| Development accomplishments) Number of miles constructed to date Number of bridges Number of parking areas | | | |
| Maintenance accomplishments) Number of miles maintained (this reimbursement only) 1 mile Trail width 10 ft Number of miles traveled by grooming equipment (shared winter trails only) | | | |
| 3. Project Cost Breakdown and Explanation | | | |
| 3A. Administration | | | |
| Explanation: Grant Writing | | 40.⁰⁰ | |
| 3B. Acquisition / relocation | | | |
| Explanation: | | | |
| 3C. Construction | | | |
| Description: | | | |
| 3D. Facilities | | | |
| Description: | | | |
| 3E. Trail system map printing | | | |
| Explanation: | | | |
| Total cost (Sum 3A – 3E): 40 | | Total reimbursable amount of cost (Up to 65% of Total cost sum 3A – 3E): 26.⁰⁰ | |
| 3F. Maintenance | | | |
| Explanation: Applied Rock To Trail 1164 | | 1473.60 | |
| 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): 1473.60 | | Total reimbursable amount of cost (Up to 90% of Total cost sum 3F – 3H): 1326.24 | |

| | | | |
|--|---------------------|---|--|
| 4. Grant | | | |
| 4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H) 1352.24 | | 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 Co: | |
| 4C. Balance remaining from previous grants: FY _____ FY _____ | | 4D. Grant balance after this request for reimbursement | |
| 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: 10/27/2016 | |
| 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: | | | |



Roseau County Request for Board Action

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|---|--|--|
| Agenda Item #: Department Report 1a <small>(for office use only)</small> | | |
| Requested Board Date: | October 25, 2016 | Originating Department: Auditor |
| Subject Title (as it will appear on the Agenda): Election Canvassing Board | Presenter: Martie Monsrud | |
| | Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes | |
| Board Action Requested: Requesting the Board set the Election Canvassing Board date/time and appoint two Commissioners to serve on this Board. | | |
| Background: Suggested date and time: Tuesday, November 15, 2016 at 2:00 p.m. County Commissioners eligible to serve: Roger Falk, Glenda Phillipe or Mark Foldesi | | |
| Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None | | |
| Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other | | |

FOR OFFICE USE ONLY:

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| Board Action: Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____ | Distribution/Filing Instructions: |
|--|--|



Roseau County Request for Board Action

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|---|------------------|--|
| Agenda Item #: Department Report 2a <small>(for office use only)</small> | | |
| Requested Board Date: | October 25, 2016 | Originating Department: Sheriff |
| Subject Title (as it will appear on the Agenda): A'viands Food Service Contract | | Presenter: Steve Gust |
| | | Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| Board Action Requested: Requesting the Board consider approving the A'viands Food Service Contract for the Detention Center. | | |
| Background: | | |
| Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None | | |
| Agenda Classification for County Board Meeting: | | |
| <input type="checkbox"/> Delegations <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other | | |

FOR OFFICE USE ONLY:

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|--|--|
| Board Action: Approved as Requested: _____ Denied: _____ Tabled: _____ Other: _____ | Distribution/Filing Instructions: |
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**Roseau County Board
October 2016 Meetings**

Glenda A. Phillippe
District One

October 4: Committee of the Whole – Roseau

October 4: Operations – Roseau

October 17: LDSAAA – East Grand Forks

October 18: Social Services – Roseau

October 18: Highway Dept. – Roseau

October 25: Roseau County Board – Roseau

JACK SWANSON COMMITTEE REPORTS

OCTOBER 10, 2016 - LAO ASSISTANCE CENTER; met with Sunny and Chong from Lao Assistance Center, and Social Services staff, on translator services in Roseau County

OCTOBER 11, 2016 - BUILDING COMMITTEE; space needs in County Attorney's offices

OCTOBER 11, 2016 - JADIS TOWN BOARD; ditch brushing needs in township

OCTOBER 12, 2016 - ROSEAU CONVENTION & VISITORS BUREAU

OCTOBER 13, 2016 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE; talked about proposed changes which could require re-programmed radios

OCTOBER 13, 2016 - TEAM 'EPIC'

OCTOBER 14, 2016 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS (ST PAUL); approved 2017 budget

OCTOBER 17, 2016 - A.M.C. DISTRICT 5 MEETING (SAUK RAPIDS)

OCTOBER 18, 2016 - SOCIAL SERVICES BOARD

OCTOBER 18, 2016 - HIGHWAY COMMITTEE

OCTOBER 18, 2016 - DOMESTIC VIOLENCE ADVISORY COMMITTEE; talked about importance of initial contact protocol by law enforcement personnel

OCTOBER 19, 2016 - JUVENILE DETENTION ALTERNATIVES INITIATIVE (THIEF RIVER FALLS); met with NW Minnesota counties to assess interest in a regional JDAI approach

OCTOBER 24, 2016 - A.M.C. DISTRICT 9 MEETING (AUSTIN)

OCTOBER 24, 2016 - A.M.C. DISTRICT 10 MEETING (ST PAUL)