
REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **November 22, 2022, at 8:30 a.m.**, in the Roseau County Courthouse, Room 110, Roseau, MN, at which time the following matters will come before the Board:

8:30 Call to Order

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

8:35 Delegations/Board Appointments/Public Comments*

1. Scott Johnson, SWCD – 2023 Appropriation Request
2. Myles Hogenson, Roseau/LOW Sportsman's Club & Trailblazers – OHV Grant Application

9:10 Consent Agenda

1. November 8, 2022, Board Proceedings
2. Application for Exempt Permit – Warroad Area Chamber of Commerce

9:15 Committee Reports

9:20 Department Reports

1. Highway
 - a. Final Payment – M & K Bridge Construction, Inc.
 - b. Warroad Community Development MnDOT Active Transportation Grant Application
 - c. City of Roseau TH 11 Street Lighting Project – Contract
 - d. Heavy Equipment Operator Hire
2. Social Services
 - a. Social Worker Hire
 - b. Advertise to Hire – Family Based Services Worker
3. Auditor-Recorder-Treasurer
 - a. Software Maintenance & Support Agreement
 - b. Commissioner Warrants – Forthwith Payment

9:30 County Board Items

1. County Engineer Position - Discussion
2. Commissioner Committee Reports

10:00 Unfinished Business

10:00 Adjourn

NOTE: You may attend this meeting in-person, or virtually via ZOOM. Contact the County Coordinator's Office (218-463-4248), or via email joleen.kezar@co.roseau.mn.us, to request a Zoom link to attend this meeting.

* -Limited to 5 minutes



Roseau County Request for Board Action

Agenda Item #: Board Appointment 1 <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: SWCD
Subject Title (as it will appear on the Agenda): Roseau County Soil & Water Conservation District (SWCD) – 2023 Appropriation Request		Presenter: Scott Johnson
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Requesting Board consideration of the SWCD's 2023 Appropriation request, as presented.		
Background: The 2023 Budget must be finalized by 12/31/22.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

ROSEAU SWCD PROPOSED BUDGET - 2023

EXPENDITURES:

2023

PERSONNEL SERVICES:

	Proposed 2023
Employee Salaries	\$ 184,536
Supervisor Compensation	\$ 7,500
Liability Insurance, MCIT, Bond	\$ 7,450
Health Insurance/Deductibles	\$ 30,600
Employer Contribution FICA/Med.	\$ 14,170
Employer Contribution PERA	\$ 13,840
TOTAL PERSONNEL SERVICES	\$ 258,096

OTHER SERVICES & CHARGES:

Advertising & Publications	\$ 2,750
Education & Training	\$ 3,500
Employee Expenses	\$ 2,000
Office Expense & Maintenance	\$ 3,000
Fees & Dues	\$ 4,500
Website Exp.	\$ 250
Phone Expense	\$ 2,500
Postage	\$ 1,800
Professional Services	\$ 2,500
Rent	\$ 22,000
Supervisor Expense	\$ 1,500
Vehicle Expense	\$ 5,000
Freight Expense	\$ 3,725
TOTAL OTHER SERVICES & CHARGES	\$ 55,025

SUPPLIES (FIELD)

\$ 2,500

CAPITAL OUTLAY

\$ 5,000

PROJECT EXPENSES DISTRICT

\$ 30,000

PROJECT EXPENSE STATE

Buffer Program	\$ 30,000
Buffer Program - C/S	\$ -
Conservation Easement Expense	\$ -
Warroad Watershed Assess. Project	\$ -
Clean Water - BWSR Capacity Funds	\$ 134,436
Conservation Delivery Projects	\$ 18,750
State Cost-share Projects	\$ 9,050
Local Water Management Expense	\$ 17,380
Wetland Conservation Act Expense	\$ 24,238
TOTAL PROJECT EXP. STATE	\$ 233,854

PROJECT EXPENSE - LOCAL

Warroad River Watershed Admin.	\$ -
Levy Funds	
1W1P - LOW	\$ -
1W1P - 2R	\$ -
Warroad River Watershed	\$ -
TOTAL PROJECT EXP. LOCAL	\$ -

PROJECT EXPENSE COUNTY

AIS Program	\$ 53,239
Riparian Aid Buffer	
County Agricultural Inspector Expense	\$ 20,886
TOTAL PROJECT EXP. COUNTY	\$ 74,125

PROJECT EXPENSE FEDERAL

\$ -

TOTAL EXPENDITURES

\$ 658,600

REVENUES:**INTERGOVERNMENTAL - COUNTY**

County
 County- BWSR Capacity Match
 Wetland Conservation Act (WCA)
 Aquatic Invasive Species Program
 Water Plan
 Riparian Aid Buffer
 County Ag Inspection

TOTAL INTERGOV. REV. COUNTY**INTERGOVERNMENTAL - STATE**

BWSR Conservation Delivery Grants
 BWSR Cost-share - Regular
 BWSR Cost-share - Tech. & Adm.
 BWSR Easementg Delivery
 Buffer Program
 Buffer Program - C/S
 Clean Water - BWSR Capacity Fund Match
 Clean Water - BWSR Capacity Funds
 Warroad Watershed Assess Project

TOTAL INTERGOV. REV. STATE**CHARGES FOR SERVICES****INTERGOVERNMENTAL REV. LOCAL**

Warroad River Watershed
 Roseau County - WRWD Assess. Project
 WRWD Funds-WRWD Assess Project
 City of Warroad - WRWD Assess Project

TOTAL INTERGOV. REV. LOCAL**INTERGOVERNMENTAL REV. FEDERAL****MISCELLANEOUS**

Interest
 Dividend
 Misc. Revenue
 PERA Aid

TOTAL MISCELLANEOUS**TOTAL REVENUES****2023**

Proposed 2023	
\$	116,416
\$	-
\$	24,238
\$	53,239
\$	17,830
\$	-
\$	20,886
\$	232,609
\$	18,750
\$	7,241
\$	1,810
\$	150
\$	30,000
\$	-
\$	-
\$	134,436
\$	-
\$	192,387
\$	197,596
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	4,500
\$	2,458
\$	29,050
\$	-
\$	36,008
\$	658,600



Roseau County Request for Board Action

Agenda Item #: Board Appointment 2 <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Roseau/LOW Sportsman's, Trailblazers
Subject Title (as it will appear on the Agenda): Roseau/LOW Sportsman's Club & Trailblazers – OHV Grant Application		Presenter: Myles Hogenson
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Requesting Board approval of the attached Trailblazers Grant-in-Aid Application and Resolution of Support.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input checked="" type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

Off-highway Vehicle Grant Funding Application Existing and New Trails, Form 1

Trail Information

Club Name: Roseau Low Sportsman Club & Northstar Trail Alliance

Trail or Trail system name: Roseau Warroad Trails and Bemis Hill Trails

Miles of existing trail in GIA system: 221

Total grant request (from question 4D project/annual work, FORM 2):

Check Type(s) of Off-highway Vehicle Funding Applied for:

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

Trail administrator contact information and approval

Name: Myles Hogenson

Address (Street, Box Number, City, State, Zip Code): 68224 310th St Roosevelt Mn 56673

Phone number/ Email Address: 218-689-6889 mkhogen@gmail.com

Public point of contact information and approval used on DNR maps and Web Page.

Name: Myles Hogenson

Signature/Date: *Myles Hogenson* 11/15/2023

Address (Street, Box Number, City, State, Zip Code): 68224 310th st Roosevelt Mn 56673

Phone number/ Email Address: 218-689-6889

Sponsor approval

Local unit of government sponsor:

Name and Title:

Authorized signature of sponsor/Date:

Address (Street, Box Number, City, State, Zip Code):

Phone number/ Email Address:

MINNESOTA DEPARTMENT of NATURAL RESOURCE USE ONLY:

Sponsor:

Trail or trail system name: Roseau Warroad Trails and Bemis Hill Trails

FY Contract/Purchase Order Number

Grant amount:

Certification by Department of Natural Resources

Area Supervisor/Date:

Regional Manager/Date:

8. Required Attachments present:

Project Location Map, Including Existing Trail in GIA System, Existing Trail Not in System , and any Trail Facilities and/or Bridges

Sponsor Resolution

Documentation of Required Permits and Approvals and Additional Project Supporting Information (Optional)

Other:

New Trail Review Guide.

A. Miles of proposed new trail approved:

B. Bridge or facility approved:

C. Map attached: YES NO or GIS information attached: YES NO

D. Proposed trail will cross state land? YES NO

E. Proposed trail will cross county land? YES NO

F. Require local road authority permission? YES NO

G. Require water crossings or bridges? YES NO (Waters permits may be needed)

H. Wetlands present? YES NO Maybe (Wetland Delineation may be needed)

I. Change over 1 acre from vegetated to bare earth? YES NO Maybe (Storm Water Pollution Prevention Permit may be needed for new parking areas and other activities)

J. Based on the Natural Heritage Information System search results, are there known element occurrences close to the proposed trail? YES NO Maybe.

K. DNR Review Comments:

L. EAW needs determination? YES NO Public review dates:

M. Comments:

Off-highway Vehicle Grant Scope of Work and Cost Worksheet maintenance/project (FORM 2) Use with existing and new proposals.

1. Trail Information

Local unit of government sponsor: Roseau County

Trail or Trail system name: Roseau Warroad Trails/ Bemis Hill Trails

Miles of existing trail in GIA system: 221

Check Type(s) of Off-highway Vehicle Funding Applied for:

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

2. Expenditure Type Project Cost Breakdown and Explanation

2A. ADMINISTRATION (paperwork, book keeping, travel to and from project area, soliciting bids for contracting or rental equipment)

Explanation: Bookkeeping, Grant writing \$4800
County, Local and State meetings \$2200

= \$ 7000

2B. ACQUISITION (trail alignment work, checking land ownership records, contacting landowners, leases or fee acquisitions)

Explanation:

= \$ NA

2C. CONSTRUCTION (mileage on the trail and labor for initial construction)

Explanation: we do our own work

= \$ NA

2D. FACILITIES (trail shelters, toilets, picnic tables, trail heads)

Description: Mowing \$4000
2 Toilets \$1200
Leveling and maintaining grounds \$1200

= \$ 6400

2E. TRAIL SYSTEM MAP PRINTING (production and printing of maps)

Explanation: New maps every two years

= \$ 4500

TOTAL amount requested: \$ 17900

Total grant request at up to 65% of total cost sum 2A – 2E

[Use in 4B below] X 65%= \$ 11635

2F. MAINTENANCE (labor and equipment, trail conditioning)

Explanation: Brushing and mowing \$28800, Bobcat and Marooka work \$39520
Cat Work \$19800, Rock, Gravel, Underlayment, Geo grid \$38000

= \$ 126120

2G. GROOMING (Only use if trail season is shared with groomed snowmobile use)

Explanation: Leveling and maintaining Railbed trail

= \$ 4200

2H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year)

Explanation:

= \$ 1500

Sum 2F – 2H [Use in 4A below] \$ 131820

Total grant request at up to 90% of total cost sum 2F – 2H [Use in 4B below]

X 90% = \$ 118638

3. Trail Work (what, where and how)

3A. Project Description (Provide a detailed Description of the Project):

Paper attached

3B. How project will be accomplished (Describe work needed.):

All projects will be accomplished by club with club equipment and rental equipment, and where needed Trails people and Forestry crew as in past

A Hatchling

2023 OHV Work Scope

- #1 Freeman School Trail- gravel and rock portions
- #2 Vytalcil trail- gravel and rock portions
- #3 Culvert crossing north Clear river westside county #5
- #4 Lund Trail apply rock on mulch portion
- #5 JackPine trail, level and widen apply rock and gravel
- #6 Bristly Sasparilla – widen and level south part of loop
- #7 North Moose river road fill in pot holes gravel and rock
- #8 Bracken Fern Extension
- #9 Goblin Fern widen and fill
- #10 Spruce Grouse Trail Improve and develop loops
- #11 North Boundry , Calf pasture trails, relevel and shape
- #12 Smith and Stacey, rock and improve beaver issue areas
- #13 Butler Grade trail, apply rock and gravel in low areas
- #14 Agassiz trail, level, widen apply gravel
- #15 Bemis grade Gravel north end in pot holes
- #16 Moose Lake trail north, widen and fill holes

4. Grant Request

4A. TOTAL COST OF PROJECT (Sum 2A – 2E) + (Sum 2F – 2H) \$ 149720

4B. TOTAL GRANT REQUEST (Up to 65% of Total cost sum 2A – 2E) + (Up to 90% of Total cost sum 2F – 2H) \$ 130273

4C. Balance remaining from previous grants:

\$

\$

4D. Grand total state cost

\$ 130273



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

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

2022-11-06

BE IT RESOLVED that Roseau County supports the Roseau-LOW Sportsman's Club & Northstar Trail Alliance Off-Highway Vehicle Grant-in-Aid Proposal and agrees to act as legal sponsor for funding received from the State of Minnesota Department of Natural Resources for the maintenance and grooming of the Roseau-Warroad and Bemis Hill Trails.

BE IT FURTHER RESOLVED that upon approval of its application by the State, Roseau County may enter into an agreement with the State of Minnesota and will comply with all applicable Federal and State laws and regulations and conditions as stated in the agreement.

BE IT FURTHER RESOLVED that Roseau County hereby agrees to serve as the fiscal agent for the Roseau-LOW Sportsman's Club & Northstar Trail Alliance and authorizes the Board Chair to sign all related documents on behalf of the County.

STATE OF MINNESOTA)
) ss
COUNTY OF ROSEAU)

I, Jeff Pelowski, County Coordinator 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 November 22, 2022.

Jeff Pelowski
Roseau County Coordinator



Roseau County Request for Board Action

Agenda Item #: Consent 1 <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): November 8, 2022 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 November 8, 2022 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		

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

November 8, 2022

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, November 8, 2022.

CALL TO ORDER

Board Vice-Chair Jack Swanson called the meeting to order at 8:30 a.m. The Pledge of Allegiance was recited. Commissioners present were Scott Johnson, Jack Swanson, and Daryl Wicklund. Roger Falk attended electronically via ZOOM. Russell Walker was absent. Others present were Jeff Pelowski, Joleen Kezar, Martie Monsrud, Dan Davidson, Sue Grafstrom, Martin Howes, Stephen Slick, and Myles Hogenson; while those attending via ZOOM were Kerri Byfuglien, Kristy Kjos, Karla Langaas, Pam Shaw, Cindy Tangen, Mike Trinkka, and Joe Tesarek.

APPROVAL OF AGENDA

Commissioner Swanson requested the addition of a Government-to-Government Transfer of Real Estate to County Board Items. A motion to approve the amended Agenda was made by Commissioner Johnson, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote).

COMMENTS AND ANNOUNCEMENTS

Commissioner Johnson commented on the high water in Ditch 61 and asked if the Highway Department has checked for beaver dams. This item will be discussed at the upcoming Highway Committee Meeting.

APPROVE BILLS

A motion was made by Commissioner Falk, seconded by Commissioner Johnson, and carried unanimously, (roll call vote), to approve payment of the following warrants:

Warrants Approved For Payment 10/27/2022 (Warrant #150334-150343)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	2,392.50
M & K BRIDGE CONSTRUCTION INC	71,011.28
THE MASTER'S TOUCH LLC	6,435.00
7 Payments less than 2,000.00	2,159.87
Final Total:	81,998.65

Warrants Approved For Payment 11/01/2022 (Warrant #150344-150344)

<u>Vendor Name</u>	<u>Amount</u>
MARVIN LUMBER & CEDAR CO	395,436.02
Final Total:	395,436.02

Warrants Approved For Payment 11/03/2022 (Warrant #150345-150369)

<u>Vendor Name</u>	<u>Amount</u>
AGASSIZ ASPHALT LLC	545,039.45
ARNQUIST HOME CENTER INC	2,019.04
BARTLEY SALES COMPANY INC	4,523.00
BESSLER WIEBOLT ELECTRIC	103,161.88
CONTEGRITY GROUP INC	29,464.06

H2I GROUP INC	28,100.00
HEARTLAND GLASS CO INC	20,440.20
ISPACE ENVIRONMENTS	41,976.16
NOVOTNY'S OVERHEAD DOOR SALES-DBA	30,157.28
PETERSON SHEET METAL INC	45,796.22
RJ ZAVORAL & SONS INC	37,829.36
ROSEAU CITY	10,653.08
STEINBRECHER PAINTING COMPANY	3,610.00
TERRACON CONSULTANTS INC	10,627.90
VOSS PLUMBING & HEATING OF PAYNESVILLE	51,306.13
10 Payments less than 2,000.00	6,125.90
Final Total:	970,829.66

Warrants Approved For Payment 11/11/2022 (Warrant #150370-150449)

<u>Vendor Name</u>	<u>Amount</u>
ADVANCED ENGINEERING & ENVIRONMENTAL	2,578.75
BEITO REPAIR	3,000.00
BLOOMING VALLEY SERVICES	4,056.50
DELL MARKETING LP	2,093.17
MAR-KIT LANDFILL	43,279.00
MN COUNTIES COMPUTER COOP	2,700.00
MOTOROLA SOLUTIONS INC	16,965.12
NORTHLAND TRADING POST	2,091.62
REVIZE LLC	4,800.00
ROD WULFF CONSTRUCTION INC	18,742.25
ROSEAU COUNTY FORD	71,842.00
ROSEAU TIMES REGION INC	2,624.00
SEACHANGE	3,749.07
SJOBORG'S INC	2,668.25
TITAN MACHINERY	13,502.00
TRUE NORTH STEEL	3,267.53
TURNKEY CORRECTIONS	2,176.83
63 Payments less than 2,000.00	33,780.34
Final Total:	233,916.43

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Myles Hogenson – Roseau/LOW Sportsman’s Club Update

Myles Hogenson met with the Board to provide an update on the Roseau/LOW Sportsman’s Club operations, as follows: the trail going south of the Marvin Spur Road will be named, “Wilderness Way”; the Roseau to Warroad railbed trail will be named, “The Great Northern Trail”; the Roseau County Trailblazers are requesting a liaison from the County to assist with grant administration; and, requested Board approval to use ConCon funds to purchase a used trail maintenance machine. The two requests will be added to the upcoming Highway Committee meeting Agenda.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Wicklund, seconded by Commissioner Johnson, and carried unanimously, (roll call vote). The Board, by adoption of its Consent Agenda, approved the October 25, 2022, Regular Board Meeting Proceedings, and, approved the CGI Promotional Video Agreement. It was noted that there would be no cost to the County for the Promotional Video.

DEPARTMENT REPORTS

HIGHWAY

Roseau County "Active Transportation" Grant Application

Engineer Slick met with the Board to request approval of a Resolution supporting a MnDOT Active Transportation Grant application. The application requests State grant funding for a proposed joint reconstruction/roundabout project in the City of Warroad. Following discussion, a motion was made by Commissioner Johnson, seconded by Commissioner Falk, and carried unanimously, (roll call vote), to approve the following Resolution:

2022-11-02

MnDOT ACTIVE TRANSPORTATION PROGRAM GRANT APPLICATION SAP 068-674-010 and 068-675-006

WHEREAS, Roseau County (County) is applying to the Commissioner of Transportation (MnDOT) for a grant from the Minnesota State Active Transportation (AT) Program for construction of SAP 068-674-010 and SAP 068-675-006; and

WHEREAS, the County, in conjunction with MnDOT, are undergoing a joint reconstruction/ roundabout project in the City of Warroad. As part of this project, the County will be reconstructing approximately 10 city blocks along Roseau CSAH 74 and 75. In addition, there will be pedestrian and sidewalk improvements which will increase safety measures located within a school zone. Project construction is slated for 2023-2024. The County, along with the City of Warroad, members of the public, and MnDOT have all been actively engaged in the development of this project; and

WHEREAS, \$3.5 million in AT funding is available, with a minimum award of \$50,000.00 and a maximum award of \$500,000 for each project; and

WHEREAS, the County acknowledges that AT funds can be used to reimburse construction costs for grant-eligible items only, and that construction costs above the grant award will require alternate funding sources; and

WHEREAS, the total project construction estimate is \$3,000,000.00 and will be funded with a combination of County State Aid, County Property Tax Levy, County Local Option Sales Tax for Transportation (LOST), and State grant revenues.

NOW, THEREFORE BE IT RESOLVED, that the County supports the construction of this project and agrees to maintain such improvements. The County also supports submittal of the grant application to the MnDOT AT Program for consideration. The County assures that all associated project costs beyond the grant award amount will be assumed and paid for by the County.

City of Roseau "Active Transportation" Grant Application

Engineer Slick requested Board approval of a Resolution supporting a City of Roseau MnDOT Active Transportation Grant application. The County would be the lead agency sponsor of the application on behalf of the City. The application requests State grant funding for a proposed pedestrian trail and bridge crossing over the Roseau River. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Johnson, and carried unanimously, (roll call vote), to approve the following Resolution:

2022-11-04

**LEAD AGENCY SPONSORSHIP OF CITY OF ROSEAU APPLICATION FOR MNDOT
ACTIVE TRANSPORTATION FUNDS FOR ROSEAU RIVER BRIDGE AND TRAIL
EXTENSIONS**

WHEREAS, the City of Roseau was awarded \$1.1 million in Federal Highways Transportation Alternatives funding to construct a pedestrian bridge and trail connection over the Roseau River at 6th Street NE in the City of Roseau and Roseau County has previously agreed to be the lead agency sponsor of the project on the city's behalf; and

WHEREAS, the bridge and trail project will improve safety and access for pedestrians and bicyclists in the City of Roseau and these improvements are identified in the city's Comprehensive Plan; and

WHEREAS, the City of Roseau has agreed to maintain ownership and maintenance of the bridge and trail improvements once completed; and

WHEREAS, the City of Roseau is an eligible agency to submit an application for funding from the MnDOT Active Transportation program with Roseau County as the lead agency sponsor.

NOW THEREFORE BE IT RESOLVED that the Roseau County Board supports and agrees to act as the lead agency sponsor the of City of Roseau's application for \$275,000 in matching funds from MnDOT Active Transportation program to complete a pedestrian trail and bridge crossing over the Roseau River at 6th Street NE.

COUNTY BOARD ITEMS

Funding Request – Warroad American Legion Club

Commissioner Johnson requested Board approval to allocate \$5,000.00 of ConCon funding to the Warroad American Legion Club to assist in the cost of constructing a handicap ramp at the Club. Following discussion, a motion was made by Commissioner Johnson, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote), to approve the funding request.

Operation Green Light Project

Veterans Service Officer Howes requested Board approval of a Resolution supporting the recognition of Veterans by requesting residents to display a green light in a window of their place of business or residence through Veterans Day, November 11, 2022. Following discussion, a motion was made by Commissioner Wicklund, seconded by Commissioner Johnson, and carried unanimously, (roll call vote), to approve the following Resolution:

2022-11-01

**RESOLUTION OF SUPPORT
OPERATION GREEN LIGHT FOR VETERANS**

WHEREAS, the residents of Roseau County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Roseau County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, Veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in Federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Roseau County appreciates the sacrifices of our United States Military Personnel and believes that specific recognition be granted.

NOW, THEREFORE BE IT RESOLVED, with designation as a Green Light for Veterans County, Roseau County hereby declares that from October 2022, through Veterans Day, November 11, 2022, a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from active service.

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Roseau County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

Government-to-Government Transfer of Real Estate – Old LEC Building

Commissioner Swanson requested Board approval to transfer ownership of the County-owned old LEC property to the City of Roseau. The City of Roseau is interested in acquiring the property and the County has unsuccessfully tried to sell it in the past. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Johnson, and carried unanimously, (roll call vote), to approve the following Resolution:

2022-11-03

**RESOLUTION REGARDING TRANSFER OF REAL ESTATE
ROSEAU COUNTY, MINNESOTA**

WHEREAS, the City of Roseau is interested in acquiring real property described herein, which is located within the City limits; and

WHEREAS, the owner, Roseau County, has agreed to transfer the property to the City of Roseau; and

WHEREAS, Roseau County no longer has a need for said property and has unsuccessfully tried to sell it in the past and has received no bids. The land is not restricted; and

WHEREAS, the real property is legally described as:

Lots One(1) and Two(2) of Block Twenty-three (23), LESS the East 110 feet and LESS the North 147 feet of Lot One (1) and LESS the North 147 feet of the West 140 feet of Lot Two (2) of the Auditor's Correction Plat of the Original Townsite of Roseau

Said real property located in the County of Roseau, State of Minnesota.

NOW, THEREFORE BE IT RESOLVED, that the Roseau County Board of Commissioners hereby authorizes its Chairman and County Auditor/Recorder/Treasurer to execute and sign, on behalf of Roseau County, the Quit Claim Deed, and any other documents necessary for the County to transfer the real property legally described herein.

Commissioner Committee Reports (October 25 – November 8, 2022)

Commissioner Falk reported on the following committee(s): Operations Committee Meeting; County Board Work Session.

Commissioner Johnson reported on the following committee(s): Operations Committee Meeting; County Board Work Session; Warroad River Watershed Board Meeting.

Commissioner Swanson reported on the following committee(s): Operations Committee Meeting; County Board Work Session; Community Justice Coordinating Committee Meeting; Association of Minnesota Counties Community Supervision Workgroup Meeting; Roseau City Council Meeting.

Commissioner Wicklund reported on the following committee(s): Operations Committee Meeting; County Board Work Session; Roseau River Watershed Board Meeting; Quin County Community Health Advisory Board Budget Meeting.

Labor Negotiations Discussion

Commissioner Wicklund made a motion to close the meeting, pursuant to MN Statute 13D.03, to discuss labor negotiations, seconded by Commissioner Johnson, and carried unanimously, (roll call vote). At the conclusion of the closed session, Commissioner Wicklund made a motion to re-open the Regular Board Meeting, seconded by Commissioner Johnson, and carried unanimously, (roll call vote). A motion was made by Commissioner Falk, seconded by Commissioner Johnson, and carried unanimously, (roll call vote) to approve the 2023 – 2025 Collective Bargaining Agreements discussed in closed session.

Unfinished Business

Coordinator Pelowski followed up with the Roosevelt Recreation Association regarding their request for additional County funding regarding their proposed playground project. They need to order the equipment by November 30, 2022, to avoid a significant increase in the cost of the equipment. In addition, the City of Roosevelt has not contributed any funding for the project, and the Association has discontinued their fundraising efforts. Board consensus was to not take any further action on this request

Upon motion carried, the Board adjourned the Regular meeting at 10:00 a.m. The next Regular meeting of the Board is scheduled for Tuesday, November 22, 2022, at 8:30 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

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



Roseau County Request for Board Action

Agenda Item #: Consent 2 <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Warroad Area Chamber of Commerce
Subject Title (as it will appear on the Agenda): Application for Exempt Permit – Warroad Area Chamber of Commerce		Presenter: Wendy King
		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: Consider authorization of the attached Application.		
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		

MINNESOTA LAWFUL GAMBLING
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 raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Warroad Area Chamber of Commerce Previous Gambling Permit Number: X- X-05438-21-011

Minnesota Tax ID Number, if any: 1257973 Federal Employer ID Number (FEIN), if any: 41-1526510

Mailing Address: P.O. Box

City: Warroad State: MN Zip: 56763 County: Roseau

Name of Chief Executive Officer (CEO): Wendy King

CEO Daytime Phone: 218-386-3543 CEO Email: visitwarroad@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

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 toll free at 1-877-829-5500.

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:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. 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

Physical Address (do not use P.O. box): 38004 Beach St Warroad, MN 56763

Check one:

City: _____ Zip: _____ County: _____

Township: Lake Zip: 56763 County: Roseau

Date(s) of activity (for raffles, indicate the date of the drawing): February 18, 2023

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the 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 Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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: *Wendy King* Date: 11/10/2022
(Signature must be CEO's signature; designee may not sign)

Print Name: Wendy King

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>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</p>	<p>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 Depart-</p>	<p>ment 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.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.



Roseau County Request for Board Action

Agenda Item #: Department Reports 1a <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Highway
Subject Title (as it will appear on the Agenda): Final Payment – M & K Bridge Construction, Inc	Presenter: Stephen Slick	
	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 Board approval of final payment to M & K Bridge Construction, Inc. for project SAP 068-613-024, Bridge 68545, in the amount of \$39,770.97.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		



Roseau County Request for Board Action

Agenda Item #: Department Reports 1b <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Highway
Subject Title (as it will appear on the Agenda): Warroad Community Development MnDOT Active Transportation Grant Application	Presenter: Stephen Slick	
	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 Board approval of the attached Resolution.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		

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

2022-11-05

LEAD AGENCY SPONSORSHIP OF THE WARROAD COMMUNITY DEVELOPMENT APPLICATION FOR MNDOT ACTIVE TRANSPORTATION INFRASTRUCTURE FUNDS FOR THE BERG ADDITION SIDEWALK

WHEREAS, Warroad Community Development (WCD) has applied for MnDOT Active Transportation (AT) Infrastructure funding, and Roseau County has agreed to be the lead agency sponsor of the project on behalf of WCD; and

WHEREAS, the proposed sidewalk will improve safety and access through the Berg addition in the City of Warroad for pedestrians, cyclists, and the students attending Warroad schools; and

WHEREAS, the City of Warroad has agreed to maintain ownership and maintenance of the sidewalk once completed; and

WHEREAS, the City of Warroad and WCD understands that it will be responsible for all costs not covered by AT funding including, but not limited to, consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, and construction costs incurred that exceed the AT grant award; and

WHEREAS, WCD and the City of Warroad will be responsible for all administration of engineering and construction related items including, but not limited to, feasibility studies, engineering design, bidding processes, bidding documents, construction administration, and contract closeout; and

WHEREAS, WCD and the City of Warroad agree to enter into a Memorandum of Understanding with Roseau County regarding this project if an AT grant is awarded; and

WHEREAS, WCD is an eligible agency to submit an application for funding from the MnDOT AT program with Roseau County as the lead agency sponsor.

NOW, THEREFORE BE IT RESOLVED that the Roseau County Board supports and agrees to act as the lead fiscal agent on behalf of WCD's application and have any AT funds awarded directed from MnDOT to the City of Warroad and/or WCD to pay for qualifying costs up to \$500,000.00, to construct an important sidewalk project in the Berg addition of the City of Warroad.

STATE OF MINNESOTA)
) ss
COUNTY OF ROSEAU)

I, Jeff Pelowski, County Coordinator 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 November 22, 2022.

Jeff Pelowski
Roseau County Coordinator



Roseau County Request for Board Action

Agenda Item #: Department Reports 1c <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Highway
Subject Title (as it will appear on the Agenda): City of Roseau TH 11 Street Lighting Project - Contract		Presenter: Stephen Slick
		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 Board approval of the Contract for SP 6802-32 - (City of Roseau TH 11 Street Lighting Project).		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		



Roseau County Request for Board Action

Agenda Item #: Department Reports 1d <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Highway
Subject Title (as it will appear on the Agenda): Heavy Equipment Operator Hire	Presenter: Stephen Slick	
	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 Board authorization to hire Clark Majer as a Heavy Equipment Operator; Grade 5, Step A; effective November 28, 2022.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		



Roseau County Request for Board Action

Agenda Item #: Department Reports 2a <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Social Services
Subject Title (as it will appear on the Agenda): Social Worker Hire		Presenter: Karla Langaas
		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 Board authorization to hire Jennifer Berggren as a Social Worker, effective November 28, 2022, at Pay Grade 8, Step A.		
Background: This hire is to fill a vacant position.		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		



Roseau County Request for Board Action

Agenda Item #: Department Reports 2b <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Social Services
Subject Title (as it will appear on the Agenda): Advertise to Hire - Family Based Services Worker	Presenter: Karla Langaas	
	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 Board approval to advertise to hire a Family Based Services Worker.		
Background: The Family Based Services Worker position is currently vacant as that employee accepted another position within the Department.		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting:		
<input type="checkbox"/> Delegations/Board Appointments <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 _____		



Roseau County Request for Board Action

Agenda Item #: Department Reports 3a <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Auditor-Recorder-Treasurer
Subject Title (as it will appear on the Agenda): Software Maintenance and Support Agreement		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 Board approval of the attached Agreement with West Central Indexing, LLC, regarding the RecordEASE and RecordEASE EDR programs.		
Background: The 2023 Agreement reflects a \$90.00 price increase in comparison to the 2022 Agreement.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		

SOFTWARE MAINTENANCE AND SUPPORT AGREEMENT

This **SOFTWARE MAINTENANCE AND SUPPORT AGREEMENT** (this “**Agreement**”) is made effective as of January 1, 2023 (the “**Effective Date**”), by and between Roseau County, a political subdivision of the State of Minnesota (the “**County**”), having offices at 606 5th Avenue SW, Room 170, Roseau, MN 56751, and WEST CENTRAL INDEXING, L.L.C. a Minnesota limited liability company, (“**West Central**”), having offices at 405 22nd Avenue W, Alexandria, MN 56308 (each, a “**Party**” and collectively, the “**Parties**”).

RECITALS

WHEREAS, the County is currently utilizing West Central’s RecordEASE and RecordEASE EDR products (the “**Licensed Software**”); and

WHEREAS, the Parties wish to enter into this Maintenance and Support Agreement in order to set forth the terms and conditions pursuant to which West Central shall provide software maintenance and support services to the County, with respect to the Licensed Software.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree as follows:

The recitals set forth in the whereas clauses above are incorporated by reference as if set forth herein.

1. **Definitions.**

- 1.1. “**Correction**” means the repair or replacement of source or object or executable code versions of the Licensed Software to remedy an Error. A Correction may be in the form of a patch to the Licensed Software.
- 1.2. “**Enhancement**” means technical or functional additions to the Licensed Software to improve software functionality or operations.
- 1.3. “**Error**” means a malfunction in the Software which degrades the use of the Licensed Software.
- 1.4. “**Licensed Software**” means the West Central’s RecordEASE and ERER products licensed by West Central under the License Agreement, plus all customizations thereof provided by West Central under the **Software Development and Implementation Services Agreement** and this Agreement.
- 1.5. “**OTRS**” means the Open source Ticket Request System used by West Central to manage customer telephone calls and e-mails regarding the Licensed Software.

- 1.6. “**Severity Level 1**” means that the County’s Property Records Management System is down and unable to function.
- 1.7. “**Severity Level 2**” means that the County’s Property Records Management System is operational but with limitations, for which Corrections or Workarounds are required.
- 1.8. “**Severity Level 3**” means that the County’s Property Records Management System is operational and functional, but assistance is needed.
- 1.9. “**Severity Level 4**” means routine questions and consultation, while the County’s Property Records Management System remains operational and functional.
- 1.10. “**Update**” means all published revisions to the documentation and new releases of the Licensed Software which are not designated by West Central as new products for which West Central charges separately.
- 1.11. “**User Group**” means a group of West Central customers using all or some of the Licensed Software formed to share knowledge and experiences regarding the Licensed Software.
- 1.12. “**Workaround**” means a change in the procedures followed or data supplied to avoid an Error without significantly impairing performance of the Licensed Software.

2. **Software Maintenance.** The following technical and functional improvements will be provided by West Central to maintain and improve Licensed Software operations:

- (a) Updates; and
- (b) Error Corrections contained in Updates;
- (c) Enhancements contained in Updates.

All Updates, Corrections, Enhancements and Workarounds provided to the County shall be owned by West Central and shall become part of the Licensed Software and shall be subject to the terms and conditions of the License Agreement, including without limitation the provisions thereof regarding ownership and confidentiality. Subject to the terms of the License Agreement, West Central shall have the right to use all or any part of each Update, Correction, Enhancement and Workaround for any work or services done for, or provided to, any other customer of West Central.

3. **Software Support.**

- 3.1. User Support. West Central will provide user support services for the Licensed Software as follows:

- (a) Telephone support available from 7:00 a.m. to 5:00 p.m. Central Time, Monday through Friday, on regular County business days (i.e., excluding weekends and County holidays); and
 - (b) Email support for technical issues available from 7:00 a.m. to 5:00 p.m. Central Time, Monday through Friday, on regular County business days (i.e., excluding weekends and County holidays).
- 3.2. System Support. West Central will provide system support services for the Licensed Software as follows:
 - (a) Corrections to Errors which would not otherwise be addressed by scheduled Updates; and
 - (b) Enhancements to the Licensed Software requested by the County to the extent such Enhancements are (i) agreed upon by the West Central User Group and (ii) included within the scope of Updates as determined by West Central.
- 3.3. Customer Support for RecordEASE EDR and RecordEase Submissions. West Central will provide telephone support to customers for RecordEASE EDR submissions, from 7:00 a.m. to 5:00 p.m. Central Time, Monday through Friday, on regular County business days (i.e., excluding weekends and County holidays).
- 4. **Priority Levels.** West Central shall respond in accordance with the following protocols in accordance with the Severity Levels, as follows:
 - 4.1. Severity Level 1. West Central will return the call from the County in 30 minutes or less, with a Correction or Workaround provided as soon as possible and assigned first priority at West Central. In the OTRS system, the trouble ticket will be assigned OTRS Priority 5 (Very High).
 - 4.2. Severity Level 2. West Central will return the call from the County in 30 minutes or less, and will provide a Correction or Workaround as soon as possible. In the OTRS system, the trouble ticket will be assigned OTRS Priority 4 (High).
 - 4.3. Severity Level 3. West Central will return the call from the County in four hours or less, and will provide a Correction or Workaround, or other appropriate response and resolution, within eight hours. In the OTRS system, the trouble ticket will be assigned OTRS Priority 3 (Normal).
 - 4.4. Severity Level 4. West Central will return the call from the County in four hours or less and will provide a Correction or Workaround, or other appropriate response and resolution, in a timely manner. In the OTRS system, the trouble ticket will be assigned OTRS Priority 2 (Low).
- 5. **Maintenance and Support Fee.**

- 5.1. Fee for Maintenance and Support Services. The fee for maintenance and support services for the term of this agreement, defined in Section 6.1, shall be \$ 3,090.00 per year; thereafter, in the event the County elects to continue to receive maintenance and support services, the County shall pay West Central the annual maintenance and support fee then being charged by West Central to its customers generally for the Licensed Software. Pricing includes all applicable sales tax.
- 5.2. Payment Terms. Any payments due to West Central from the County hereunder will be invoiced by West Central and will be payable 30 days after the County's receipt of such invoice. Past due payments bear interest from the due date at the rate of the lesser of 1-1/2% per month or the highest rate permitted by applicable law. Each such invoice delivered to the County will provide details of the charges to the County, applicable rates and hours of West Central personnel providing services to the County and will be supported by proper invoices and vouchers in respect of all expenses for which reimbursement is claimed.

6. Term and Termination.

- 6.1. Term. Maintenance and support services shall be provided for an initial period of 12 months beginning upon the expiration of the Warranty Period under the Development and Implementation Agreement, and shall thereafter be extended for consecutive periods of 12 months each, unless terminated by either Party as provided in Section 6.2 of this Agreement.
- 6.2. Termination by County. The County may terminate the maintenance and support services under this Agreement at the end of the original term or at the end of any renewal term by giving West Central written notice of such termination at least 90 days prior to the scheduled expiration of such original term or renewal term. In addition to terminating or suspending this agreement, such termination shall also have the effect of terminating the License Agreement.
- 6.3. Suspension or Termination by West Central. In the event that the County fails to make payment pursuant to Section 5 (Maintenance and Support Fees) and such failure has not been cured within 30 days of the County's receipt of written notice of such failure, West Central may suspend or terminate the maintenance and support services under this Agreement. In addition to terminating or suspending this agreement, such suspension or termination shall also have the effect of suspending or terminating the License Agreement.
- 6.4. Preservation of Rights. Termination of this Agreement shall not prejudice any rights of either Party which have arisen on or before the date of termination.

7. Assistance by the County.

The County shall assist West Central in the performance of its services under this Agreement by making available all equipment, software, documentation, information and personnel required for the execution of this Agreement on a timely basis. The County shall also ensure that those of its personnel who are assigned to assist West Central are familiar with the County's requirements and have the expertise and capabilities necessary to permit West Central to undertake and complete the services under this Agreement.

8. Records and Examinations.

- (a) West Central will maintain records which reflect all revenues, costs incurred and services provided by West Central in performance of this Agreement.
- (b) The County, the State Auditor or legislative authority, or any of their duly authorized representatives, at any time during normal business hours and as often as they reasonably deem necessary, for a minimum of six years from the end of the Term, pursuant to Minnesota Statute 16C.05, shall have access to and the right to examine the books, records, documents, and accounting procedures and practices of West Central which are relevant to West Central's performance and determination of the agreed upon payments under this Agreement. Such examinations shall be conducted at the location where West Central normally maintains such records. The County shall provide West Central with reasonable prior written notice of each such examination. Any information revealed by an examination shall be treated as trade secret information of West Central under Minnesota Statutes Section 13.37 subd. 1(b).

9. Standards.

West Central shall comply with all applicable Federal and State Statutes and regulations as well as local ordinances now in effect or hereafter adopted.

10. Data Privacy.

All data collected, created, received, maintained or disseminated, or used for any purposes in the course of West Central's performance of this Agreement, is governed by the Minnesota Government Data Practices Act, Minnesota Statutes 1984, Section 1301 et seq. (the "Act") or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. West Central agrees to abide by these statutes, rules and regulations as they may be amended.

11. Nondiscrimination.

West Central shall comply with and abide by the obligations and requirements set forth in Minnesota Statutes Section 181.59 and general County policy, that every contract contain provisions by which West Central agrees to freedom from discrimination in employment.

12. Limitation of Liability.

- 12.1. **WEST CENTRAL'S LIABILITY AND THAT OF ITS AGENTS, REPRESENTATIVES, AND EMPLOYEES TO THE COUNTY FOR DAMAGES WITH RESPECT TO THIS AGREEMENT, OR ANY MAINTENANCE AND SUPPORT SERVICES PROVIDED BY WEST CENTRAL HEREUNDER (INCLUDING WITHOUT LIMITATION ANY CORRECTION, ENHANCEMENT, WORKAROUND OR UPDATE), SHALL NOT EXCEED THE AGGREGATE AMOUNT OF FEES PAID TO WEST CENTRAL BY THE COUNTY FOR SUCH MAINTENANCE OR SUPPORT SERVICES, AS THE CASE MAY BE. DAMAGES AS LIMITED BY THIS SECTION 12.1 SHALL BE THE COUNTY'S SOLE AND EXCLUSIVE ALTERNATIVE REMEDY IN THE EVENT THAT ANY OTHER REMEDY PROVIDED IN THIS AGREEMENT FAILS ITS ESSENTIAL PURPOSE.**
- 12.2. **IRRESPECTIVE OF ANY FAULT OR NEGLIGENCE, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES FOR HARM TO BUSINESS, LOST REVENUES, LOST SALES, LOST SAVINGS, LOST PROFITS (ANTICIPATED OR ACTUAL), LOSS OF USE, DOWNTIME, INJURY TO PERSONS OR DAMAGE TO PROPERTY AND CLAIMS OF THIRD PARTIES, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, WARRANTY, STRICT LIABILITY OR TORT (INCLUDING WITHOUT LIMITATION NEGLIGENCE OF ANY KIND, WHETHER ACTIVE OR PASSIVE), OR ANY OTHER LEGAL OR EQUITABLE THEORY, ALL WHETHER OR NOT SUCH PARTY HAS BEEN APPRISED OR NOTIFIED THAT ANY SUCH DAMAGES OR LOSSES ARE POSSIBLE OR LIKELY, AND WHETHER OR NOT ANY PERMITTED REMEDY HAS FAILED ITS ESSENTIAL PURPOSE.**

13. General.

13.1 Independent Contractor.

- (a) It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the Parties hereto or as constituting West Central as the agent, representative, or employee of the County for any purpose of in any manner whatsoever. West Central is to be, and shall remain, an independent contractor with respect to all services performed under this Agreement.
- (b) West Central represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of West Central or other persons, while engaged in the performance of any work or services required by West Central under this Agreement, shall have no contractual relationship with the County and shall not be considered employees of the County.

- (c) Neither West Central nor its employees will at any time be construed to be employees of the County. West Central is responsible for its employees' compensation, fringe benefits and all insurance coverage.

13.2 Subcontracting and Assignment.

If West Central subcontracts its obligations under this Agreement, West Central shall be responsible for the performance of all obligations by the subcontractors.

- 13.3 Modifications. Any material alteration, modification or variation of this Agreement shall be reduced to writing as an amendment and signed by Parties. Any alteration, modification, or variation deemed not to be material by agreement of the County and West Central shall not require written approval.

- 13.4 Merger. It is understood and agreed that the entire contract of the Parties is contained herein and this Agreement supersedes all oral agreements and negotiations between the Parties relating to this subject matter. All items referred to in this Agreement are incorporated or attached and deemed to be a part of this Agreement.

- 13.5 Governing Law. The construction, interpretation, and performance of this Agreement shall be governed by the substantive laws of the State of Minnesota without giving effect to its choice of law rules.

- 13.6 Assertion of Liability. Each action or claim against any Party arising under or relating to this Agreement shall be made only against such Party as a legal entity and any liability relating thereto shall be enforceable only against the assets of such Party. No Party shall seek to pierce the corporate veil or otherwise seek to impose any liability relating to, or arising from, this Agreement against any shareholder, employee, officer or director or manager of the other Party. Each of such persons is an intended beneficiary of the mutual promises set forth in this Section and shall be entitled to enforce the provisions of this Section.

- 13.7 Severability. If any provision of this Agreement is held invalid or unenforceable by a court having jurisdiction over the Parties, the Parties agree that the invalid or unenforceable provision shall be replaced with a valid provision which most closely approximates the intent and economic effect of the original provision.

- 13.8 Waivers. Any failure by either Party to enforce or exercise any provision of the Agreement or related right shall not constitute a waiver of that right or provision.

- 13.9 Third-Party Beneficiaries. The Parties agree that, except as provided in Section 13.6, there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the Parties based upon this Agreement.

- 13.10 Notices. All notices and other communications under this Agreement shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth in the preamble above or to such other address as either Party may, from time to time, designate by notice to the other Party.
- 13.11 Publicity. West Central may issue a press release or public announcement concerning this Agreement and the transactions which are the subject hereof, with the County's prior written consent, which consent shall not be unreasonably withheld or delayed. Notwithstanding the foregoing, the County hereby acknowledges that after an initial press release West Central, and its affiliates, may reference its customer relationship with the County in any and all documents distributed in connection with any financing transactions and any marketing documents.
- 13.12 Force Majeure. Neither Party shall be held liable to the other party for failure of performance where such failure is caused by supervening conditions beyond that Party's control, including, without limitation natural disasters, acts of God, terrorism, vandalism, civil disturbance, any governmental action, strikes, or labor disputes, or any similar or dissimilar cause.
- 13.13 Counterparts. This Agreement may be executed by the Parties in multiples counterparts, each of which shall be an original but all of which taken together shall constitute one and the same instrument.

[The following page is the signature page.]

IN WITNESS WHEREOF, the Parties hereto have executed this Software Maintenance and Support Agreement as of the Effective Date.

WEST CENTRAL INDEXING, L.L.C.

ROSEAU COUNTY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____



Roseau County Request for Board Action

Agenda Item #: Department Reports 3b <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Auditor-Recorder-Treasurer
Subject Title (as it will appear on the Agenda): Commissioner Warrants – Forthwith Payment		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 Board authorization to pay all claims/warrants received by the Auditor-Recorder-Treasurer's Office from November 22, 2022, through December 31, 2022, forthwith.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <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 _____		



Roseau County Request for Board Action

Agenda Item #: County Board Item 1 <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Highway / Coordinator
Subject Title (as it will appear on the Agenda): County Engineer Position - Discussion		Presenter: Stephen Slick / Jeff Pelowski
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Discuss the County Engineer position.		
Background:		
Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



Roseau County Request for Board Action

Agenda Item #: County Board Item 2 <small>(for office use only)</small>		
Requested Board Date:	November 22, 2022	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): Commissioner Committee Reports		Presenter: Commissioners
		Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input checked="" type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
Board Action Requested: Commissioners will present their Committee Reports.		
Background:		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		

JACK SWANSON COMMITTEES REPORT

NOV 8, 2022 - HIGHWAY

NOV 9, 2022 - ASSOCIATION OF MINNESOTA COUNTIES CYBERSECURITY WORKGROUP (ST PAUL); attended with IT Director Chris Stauffer

NOV 10, 2022 - MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST BOARD OF DIRECTORS (ST PAUL)

NOV 14, 2022 - ASSOCIATION OF MINNESOTA COUNTIES POLICY COORDINATING COMMITTEE (ROCHESTER)

NOV 15, 2022 - SOCIAL SERVICES (STAPLES)

NOV 16, 2022 - COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (TRF)

NOV 16, 2022 - NORTHWEST MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (TRF)

NOV 17, 2022 – BUILDING COMMITTEE

NOV 18, 2022 – ASSOCIATION OF MINNESOTA COUNTIES - JDAI

NOV 21, 2022 - JUVENILE JUSTICE

NOV 21, 2022 - JOINT DITCH MEETING WITH KITTSON COUNTY

NOV 21, 2022 - LABOR NEGOTIATIONS

NOV 21, 2022 – ASSOCIATION OF MINNESOTA COUNTIES COMMUNITY SUPERVISION WORKGROUP