

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners

Date: August 21, 2012

Via: Patrick Wussow, County Administrator

From: Sheriff Scott Turner

Title of Item: 2012 Boat & Water Federal Safety Supplemental Enforcement Supplemental Agreement – Equipment / Supplies Grant Extension

Requested Meeting Date: August 28, 2012

Estimated Presentation Time:

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

- ☐ For info only, no action requested ☒ Approve under Routine Business
☐ For discussion only with possible future action ☐ Adopt Ordinance Revision
☐ Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
☐ Approve/adopt proposal by motion ☒ Approve/adopt proposal by resolution (attach draft resolution)
☐ Authorize filling vacant staff position
☐ Request to schedule public hearing or sale ☐ Other (please list) request for authorization to proceed
☐ Request by member of the public to be heard with proposed fee increases
☐ Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? ☐ Yes ☐ No (attach explanation)
What type of expenditure is this? ☐ Operating ☐ Capital ☐ Other (attach explanation)
Revenue line account # that funds this item is: 202-5840
Expenditure line account # for this item is: 202-Various

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. ☐ Yes ☒ No
Applicable job description(s) may require revision. ☐ Yes ☒ No
Item may impact a bargaining unit agreement or county work policy. ☐ Yes ☒ No
Item may change the department's authorized staffing level. ☐ Yes ☒ No



Supporting Attachment(s)

- ☒ Memorandum Summary of Item
☐ Copy of applicable county policy and/or ordinance (excerpts acceptable)
☐ Copy of applicable state/federal statute/regulation (excerpts acceptable)
☐ Copy of applicable contract and/or agreement
☐ Original bid spec or quote request (excluding complex construction projects)
☐ Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
☐ Bid/quote comparison worksheet
☒ Draft County Board resolution
☐ Plat approval check-list and supporting documents
☐ Copy of previous minutes related to this issue
☒ Other supporting document(s) (please list) For signature

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, RM #185
Aitkin, MN 56431

218-927-7435 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO:	Aitkin County Board	DATE:	August 21, 2012
FROM:	Sheriff Scott A. Turner	RE:	2012 Federal Safety Enforcement Supplemental Agreement Grant Extension Equipment / Supplies

Attached is a resolution for consideration for the acceptance of \$49,500.00 for the Federal Boating Safety Supplemental Grant Extension. This extension is needed to get the full purchase and delivery of the airboat and buoys to the Aitkin County Sheriff's Office.

If you have any questions relative to this request, please do not hesitate to call me.

Thank you.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED August 28, 2012

By Commissioner: xx

082812-0xx

2012 Federal Safety Enforcement Supplemental Agreement Grant Extension

BE IT RESOLVED, that the Aitkin County Board of Commissioners approve the 2012 Federal Boating Safety Enforcement Supplemental Agreement – Equipment/Supplies Grant Extension file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Auditor to sign the agreement in the amount of \$49,500.00 for the term of July 1, 2012, through September 14, 2012

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 28th day of August A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 28th day of August A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

**2012 STATE OF MINNESOTA FEDERAL BOATING SAFETY
SUPPLEMENTAL EQUIPMENT GRANT AGREEMENT
(CFDA #97.012)**

1. The purpose of this grant is to provide supplementary funding to the Grantee, not exceeding the amount specified in Clause 4 of the Grant Agreement, to purchase the following specific equipment or other items that will be used for recreational boating safety activities:
 - a. 22-foot airboat with accessories and trailer*
 - b. 30 navigation buoys

**means trade-in or county funds added*
2. The program shall begin on July 1, 2012. The purchase and request for reimbursement (county invoice) must be submitted to the State's representative by November 30, 2012. An extension beyond that date for purchase, delivery and reimbursement deadlines may be granted, if requested by the Grantee, and approved in writing by the State's representative. Requests submitted after November 30, 2012, that have not been granted a purchase or reimbursement extension from the State, are not eligible for reimbursement and will become the Grantee's sole responsibility.
3. The Grantee must first purchase the item as specified in this grant, follow any specific county purchasing procedures and pay for it from the Grantee's funds. The Grantee must then submit the following for reimbursement by the deadline noted in #2 above:
 - a. An invoice from the Grantee, dated no earlier than July 1, 2012 and not later than November 30, 2012, with a description of all the item(s) being requested for reimbursement. The purchase/invoice deadline may be modified if an extension, as noted in clause #2 above, is granted in writing from the State's representative.
 - b. A copy of the invoice(s) from the vendor(s) showing the amount the Grantee actually paid, including shipping, sales tax and any setup costs.
 - c. If the item is valued over \$5,000, the Grantee's asset number(s) & equipment serial number(s) must also be included on the invoice.
 - d. All reimbursement requests must be sent or delivered to:

Minnesota Dept. of Natural Resources
Boat & Water Safety Section
500 Lafayette Road
St. Paul, MN 55155-4046
4. Aids to navigation purchased through this grant must comply with the requirements in Minnesota Rule 6110.1500. Watercraft purchased through this grant must be registered with the State and display registration numbers and validation decals as noted in Minnesota Rule 6110.0100 -.0900.
5. Invasive Species Prevention. Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (pp. 5-8) of Operational Order 113 which may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf.

6. The Grantee agrees that, when requested by the State, they will promptly complete an inventory on items purchased at a cost of more than \$5,000 and forward it to the State's representative.
7. The State will supply a special label that will need to be applied to each item of equipment that exceeds \$5,000. This label indicates that federal boating safety funds were used for all or a portion of the purchase.
8. Items purchased under this grant may not be sold, traded or disposed of without prior written permission and instructions from the State as to the disposition of the item(s), and any funds derived from their sale or trade. The Grantee must promptly notify the State's representative if any item over \$5,000 purchased through this grant is lost or stolen.
9. By accepting this grant, the Grantee agrees, when requested, to accurately & promptly complete and return to the state any reports required by the State or the cognizant federal agency regarding activities, expenditures or accomplishments for the recreational boating safety program.
10. In any reference to this grant, it should be referred to as: "A federal boating safety sub grant through the Minnesota Department of Natural Resources."

Amendment # 1 for Grant Agreement# 49644

Contract Start Date:	<u>July 1, 2012</u>	Total Contract Amount:	<u>\$49,500.00</u>
Original Contract Expiration Date:	<u>September 14, 2012</u>	Original Contract:	<u>\$49,500.00</u>
Current Contract Expiration Date:	<u>September 14, 2012</u>	Previous Amendment(s) Total:	<u>NA</u>
Requested Contract Expiration Date:	<u>November 30, 2012</u>	This Amendment:	<u>NA</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Natural Resources, Office of Communication and Outreach ("State") and Aitkin Co. Sheriff's Office, 217 - 2nd NW, Aitkin, MN 56431 ("Grantee").

Recitals

1. The State has a grant contract with the Grantee identified as CFMS Contract Number 50721, dated August 4, 2012. Under Minnesota Statutes §84.026 the State is empowered to enter into this grant. The State will make available supplementary funding in the amount noted in this agreement to cover the cost of the specific items for recreational boating safety. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.
2. This grant contract is being amended to ensure the Grantee has sufficient time to purchase, receive delivery and request reimbursement from the State.
3. The State and the Grantee are willing to amend the Original Grant Contract as stated below.

Grant Contract Amendment

REVISION 1. Clause 1. "**Term of Grant Agreement**" is amended as follows:

- 1.1 **Effective date:** ~~Effective date:~~ **July 1, 2012.** Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred back to effective date. Reimbursements will only be made for those expenditures made according to the terms of this grant.
- 1.2 **Expiration date:** ~~September 14, 2012,~~ **November 30, 2012,** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and 16C.05.

Signed: _____

Date: _____

CFMS Grant Agreement No. _____

2. GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: County Sheriff

Date: _____

By: _____

Title: Chairman of County Board

Date: _____

By: _____

Title: County Auditor or Administrator

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____

(With delegated authority)

Title: Assistant Administrator, OCO

Date: _____

Distribution:

1. DNR - OMBS
2. Grantee - 2 (Sheriff's Office & Co. Board)
3. State's Authorized Representative - Photo Copy