

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **May 12, 2020, 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

8:40 Delegations/Board Appointments/Public Comments*

8:45 Consent Agenda

1. April 28, 2020 Regular Board Meeting Proceedings
2. May 5, 2020 Special Board Meeting Proceedings

8:50 Department Reports

8:55 Committee Reports

9:00 County Board Items

1. Tax Court Advisory Committee
2. COVID-19 Situation
 - > County Update
 - > Temporary Employee Policy
3. Commissioner Committee Reports

9:45 Unfinished Business

9:45 Adjourn

NOTE: Pursuant to MN Statute 13D.021; to limit exposure of COVID-19 to the public, County Commissioners, and County Staff, public attendance at this meeting is not allowed; however, contact the County Coordinator's Office (218-463-4248), or via email (joleen.kezar@co.roseau.mn.us), to request a WebEX link to attend the meeting.

***Limited to five minutes**

County Coordinator's Office e-mail address: joleen.kezar@co.roseau.mn.us, Roseau County Home Page Address: <http://www.co.roseau.mn.us/>

District 1, John Horner - District 2, Jack Swanson
District 3, Roger Falk, Chair - District 4, Russell Walker, Vice-Chair - District 5, Daryl Wicklund

An Equal Opportunity Employer

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

April 28, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, April 28, 2020.

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Board Chair Roger Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, John Horner, and Russell Walker. Jack Swanson and Daryl Wicklund attended through WebEx. Staff present were Joleen Kezar and Rich Gross. Others attending through WebEx were Jeff Pelowski, Martie Monsrud, Brian Ketring, Sue Grafstrom, Pam Grand, Diane Gregerson, Kristy Kjos, Karla Langaas, Liz Lund, Chris Stauffer, Cindy Tangen, and Julie Pahlen.

APPROVAL OF AGENDA

Coordinator Pelowski requested the addition of a LifeCare Public Health and Roseau County Law Enforcement Center Joint Agreement under Delegations. Board Chair Falk requested adding the establishment of a "Magnusson Land Committee" to County Board Items. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously, (roll call vote).

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski confirmed with the Board that the Operations Committee/Board Work Session scheduled for May 5, 2020, would be converted to a Special Board Meeting.

APPROVE BILLS

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

Warrants Approved For Payment 4/16/2020 (Warrant #143076-143086)

<u>Vendor Name</u>	<u>Amount</u>
11 Payments less than 2,000.00	5,864.78
Final Total:	5,864.78

Warrants Approved For Payment 4/23/2020 (Warrant #143087-143092)

<u>Vendor Name</u>	<u>Amount</u>
6 Payments less than 2,000.00	476.84
Final Total:	476.84

Warrants Approved For Payment 4/30/2020 (Warrant #143093-143101)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,355.88
LIFECARE MEDICAL CENTER	27,153.50
MN JUDICIAL BRANCH	25,865.68
ROSEAU CO TRAILBLAZERS	31,949.91
5 Payments less than 2,000.00	1,517.58
Final Total:	89,842.55

Warrants Approved On 4/28/2020 For Payment 5/01/2020 (Warrant #143103-143160)

<u>Vendor Name</u>	<u>Amount</u>
BERGSTROM ELECTRIC INC	2,309.95
CDW GOVERNMENT INC	2,926.16
DELL MARKETING LP	6,702.80
GARTNER REFRIGERATION CO	12,000.00
HOUSTON ENGINEERING	6,949.00
MAR-KIT LANDFILL	37,158.00
MN COUNTIES COMPUTER COOP	2,981.50
PEMBERTON LAW, PLLP	8,932.00
ROSEAU CO COOP ASSN	3,705.39
ROSEAU CO TREASURER	24,774.78
SUMMIT FOOD SERVICE-DBA	14,070.91
TITAN MACHINERY	16,900.00
WATCH GUARD VIDEO	2,170.00
WIDSETH SMITH NOLTING	28,260.00
44 Payments less than 2,000.00	20,149.46
Final Total:	189,989.95

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Swanson, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote). The Board, by adoption of its Consent Agenda, approved the April 14, 2020, Regular Board Proceedings; approved the April 21, 2020, Special Meeting Board Proceedings; approved the Payroll Change Request for the HSEM/Emergency Management Director (step increase from 9B to 9C, and vacation time accrual increase from 4 hours/pay period to 6 hours/pay period); approved the Roseau County Trailblazers FY2020 Grant Application; and, approved the Roseau County Trailblazers 4th Benchmark in the amount of \$6,389.97.

COUNTY BOARD ITEMS

COVID-19 Situation Update

Emergency Manager Grafstrom provided a detailed update for the Board; including, some of “non-critical” small manufacturing companies and businesses that consist of primarily office settings are now allowed to re-open; and, she provided a Roseau County COVID-19 Response Plan that includes contact tracing and case management. She noted that the County Emergency Operation Center (EOC) would need to be formally activated to provide case management of positive COVID19 cases, if necessary. Following review of the Roseau County COVID-19 Response Plan, Commissioner Swanson made a motion, seconded by Commissioner Horner, and carried unanimously, (roll call vote), to adopt the Plan as presented.

Coordinator Pelowski provided an update that included discussion on property tax relief options. According to the Association of MN Counties (AMC), 17 Counties have taken some sort of action, most dealing with delaying penalties on late payments for 2 months (ie. May 15th to July 15th). In addition, he stated that the State Legislature is working on legislation to provide additional assistance to small businesses; and, any Federal CARES funding will be distributed to the State, and they will have to figure out how to distribute those funds to local units of government. Following discussion, the Board decided to continue their ongoing dialogue concerning the property tax relief issue at the May 5, 2020, Special Board Meeting. Finally, Mr. Pelowski noted that the Northwest Regional Library Board will be allowing curbside library services in Roseau and Greenbush beginning April 30, 2020, and in Warroad sometime next week.

Auditor Monsrud discussed the upcoming August and November elections. She has discussed the issue of mail ballots VS polling place voting with a number of Townships. If all the applicable Townships agreed to go to mail ballots, the only remaining polling places would be in the cities of Greenbush, Roseau, and Warroad. The Roseau County Courthouse would be the only

available polling place for all other precincts in the County. Board consensus was to continue working towards implementation of a mail-in ballot system for this election year only.

Magnusson Land Committee

Board Chair Falk received a request from Iden Magnusson to meet with County representatives regarding selling their land, which is adjacent to the existing County Highway Department facilities in Roseau, to the County. Commissioner Swanson made a motion, seconded by Commissioner Walker, to appoint Commissioner Falk and Commissioner Wicklund to meet with Iden Magnusson to discuss this potential land purchase. The motion carried by a 3 to 1 vote, (roll call vote), with Commissioners Swanson, Walker, and Falk voting aye, and Commissioner Horner voting nay. Commissioner Wicklund was not available to vote.

Commissioner Committee Reports (April 14 to April 28, 2020)

Commissioner Falk reported on the following committee(s): Highway Committee Meeting; Northwest Community Action Board Meeting; Social Services Board Meeting; County Board Special Meeting; Association of Minnesota Counties (AMC) COVID-19 Webinar.

Commissioner Horner reported on the following committee(s): Highway Committee Meeting; Warroad City Council Meeting(s); Roseau County Stakeholders Teleconference; Social Services Board Meeting; County Board Special Meeting; AMC COVID-19 Webinar.

Commissioner Swanson reported on the following committee(s): Highway Committee Meeting; Roseau Community Meeting(s); AMC Public Safety Policy Committee Webinar; Domestic Violence CCR Webinar; Roseau County Stakeholders Teleconference(s); Roseau City Council Meeting; Roseau School Board Meeting; Social Services Board Meeting; County Board Special Meeting; National Association of Counties Webinar; AMC COVID-19 Webinar; Roseau City Council Special Meeting.

Commissioner Walker reported on the following committee(s): Highway Committee Meeting; AMC Environment/Natural Resources Policy Committee Meeting; Social Services Board Meeting; County Board Special Meeting; One Watershed One Plan (1W1P) Organizational Meeting; AMC COVID-19 Webinar.

Commissioner Wicklund was not available to provide his Committee Report.

DELEGATIONS – BOARD APPOINTMENTS

Julie Pahlen, Roseau County Public Health – Roseau County Public Health Service Agreement

Julie Pahlen presented the proposed Agreement to the Board for review and potential renewal. Following review of the Agreement, a motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously, (roll call vote), to approve the updated Roseau County Public Health Service Agreement. (Note: The Agreement is available for public review by contacting the Roseau County Coordinator's Office)

Julie Pahlen, Roseau County Public Health – Roseau County Law Enforcement Center and LifeCare Medical Center Joint Agreement

Julie Pahlen presented a revised Joint Agreement to the Board for review and possible approval. The Agreement outlines the community nursing services provided by LifeCare Medical Center to the inmates of the Roseau County Jail. Following review of the Agreement, Commissioner Horner made a motion, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote), to approve the Roseau County Law Enforcement Center and LifeCare Medical Center Joint Agreement.

(Note: The Joint Agreement is available for public review by contacting the Roseau County Coordinator's Office).

UNFINISHED BUSINESS

As a follow up to the previous mail balloting discussion, Auditor Monsrud presented a sample Resolution for review prior to the next Board meeting.

Upon motion carried, the Board adjourned the Regular meeting at 10:40 a.m. The next Regular meeting of the Board is scheduled for Tuesday, May 12, 2020, at 8:30 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

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

DRAFT

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

May 5, 2020

The Board of Commissioners of Roseau County, Minnesota met in Special Session held at the Courthouse in the City of Roseau, Minnesota on Tuesday, May 5, 2020.

CALL TO ORDER

The Special Meeting was called to order at 8:30 a.m. by Board Chair Roger Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, John Horner, Russell Walker, and Daryl Wicklund. Jack Swanson attended through WebEx. Others attending through WebEx were Jeff Pelowski, Joleen Kezar, Kristy Kjos, Brian Ketring, Martie Monsrud, Sue Grafstrom, Diane Gregerson, Martin Howes, Karla Langaas, Liz Lund, Pam Shaw, Chris Stauffer, Cindy Tangen, Brenda McMillin, Sandi Weiland, and Mike Trinka.

APPROVAL OF AGENDA

Chair Falk requested adding a Resolution urging the Governor to reopen County businesses to the COVID-19 Situation Update. A motion to approve the amended Agenda was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously, (roll call vote).

COMMENTS AND ANNOUNCEMENTS

There were no comments or announcements.

COUNTY BOARD ITEMS

Roundtable Discussion – Department Heads

Assessor – The deadline for filing a property tax appeal is normally April 30th on the year that the taxes are owed; however, this year, due to the COVID-19 pandemic, the deadline was extended to May 30, 2020. Assessor Lund requested two Commissioners be appointed to a tax court petition advisory committee. Board consensus was to add this request to the May 12, 2020, Regular Board Meeting Agenda.

Attorney – Attorney Kjos stated that the County's Dangerous Dog Designation Ordinance needs to be amended. On a related note, as a part of the May 26, 2020, Regular Board meeting Agenda, she is requesting that Ordinance enforcement-related appeals be considered by the Board.

Auditor – There was a question regarding a road easement located on a parcel of land located in Malung Township. Auditor Monsrud will update the Board when more information is received.

Building Maintenance – They have been focusing on spring-cleaning, including outside pest control and mowing/trimming. (The new mower was delivered on May 4th)

Coordinator – A draft Agenda for the May 12, 2020 Regular County Board meeting was reviewed. It was noted that the Roseau River Watershed District will be holding a Public Meeting on June 3, 2020, at 8:30 a.m., regarding the County Ditch 16 system.

Court Administration – They are working on a “re-opening” preparedness plan as in-person Court hearings may resume after June 1, 2020.

U of M Extension/4H – They are continuing plans for in-person activities beginning after June 30, 2020, and have had discussions with the Fair Board concerning the future of the 2020 County Fair.

Highway – The highway construction projects preconstruction WebEx meeting was held last week. Contractors will be starting on the overlay projects after Memorial Day, as the State will be removing road restrictions shortly.

IT – Director Stauffer noted that 92 County employees have completed the Cyber Awareness Training to-date; additional laptops are available for County Departments upon request; and, there are currently 28 County employees connected remotely.

Social Services – They have been busy keeping up with the constantly evolving/changing State COVID-19 rules and waivers; they continue to follow AMC guidelines; and, they have begun working on a re-opening preparedness plan for their facility.

Treasurer – A letter was received from the IRS stating that their recent Audit of our existing Jail Bonds has been completed and further examination of our records has ended.

Veterans Service Office – The State made available \$6.2 million for assistance for veterans; of that total, approximately \$1.2M is still available; therefore, VSO Howes has been busy writing grants to attempt to access those funds for our veterans.

COVID-19 Pandemic – Situation Update

Emergency Management Director Grafstrom provided an update; including, long-term care facilities remain to be the hot spots in Minnesota; there are staff members in other Counties that are refusing to come back to the workplace; Roseau County still has only had 1 confirmed case and there have been no positive cases in long-term care facilities; contact tracing will become very important if there is an outbreak of positive cases; and, a meeting is planned for today, (May 5, 2020), with LifeCare Public Health regarding the County COVID-19 Response Plan approved by the Board last week.

Coordinator Pelowski provided an update concerning the ongoing discussion surrounding possible property tax relief options. The State Legislature continues to work on this issue, but it is not likely that a timely solution is forthcoming. Commissioner Horner, Treasurer Gregerson, and Coordinator Pelowski met last week to formulate a recommendation to the Board over this issue. As discussed at that meeting, it was noted that AMC staff had been consulted over the issue of the distribution process for property tax revenues received between May 15th and July 15th, should the County decide to delay penalties for payments received between those two dates. To summarize, we believe that the County could legally distribute those revenues before the next tax settlement date, which is scheduled for November; Treasurer Gregerson concurred; and, she believes that her office would be able to distribute those tax revenues by August 1, 2020. Following discussion, Commissioner Horner made a motion, seconded by Commissioner Swanson, and carried unanimously (roll call vote) to approve the following Resolution:

2020-05-01

ROSEAU COUNTY BOARD OF COMMISSIONERS ABATING THE PENALTY ON LATE PAYMENT OF PROPERTY TAXES FOR TAXES PAYABLE IN 2020

WHEREAS, Minnesota Governor Tim Walz has issued a series of Emergency Executive Orders which include, among many others, a “Stay at Home” order which temporarily requires non-critical workers to stay safe at home, and several orders that require the temporary closure of certain non-critical businesses, all of which are significant, but necessary, community mitigation

strategies to slow the transmission of COVID-19, reduce illness and deaths, and limit the economic impacts of the outbreak; and

WHEREAS, Roseau County desires to provide temporary relief to its residents and businesses within the County that have been directly or indirectly impacted by the economic pressures caused by the COVID-19 pandemic; and

WHEREAS, all levels of government are looking for ways to reduce the impact of the COVID-19 pandemic on the economy in general and on individuals, businesses, and property owners in Roseau County and across the state and nation; and

WHEREAS, the due date for payment of the first one-half of current property taxes (May 2020) may not be changed locally; and

WHEREAS, pursuant to Minn. Stat. § 279.01, subd. 2, the County Board may, with the concurrence of the County Treasurer, abate the penalty for late payment of property taxes; and

WHEREAS, the County Board finds that adhering to the statutory due date for payment of the first one-half of property taxes may result in additional negative impact and be unjust and unreasonable; and

WHEREAS, the County Board finds that temporary payment relief through abatement of the penalty for a time period may provide flexibility for affected owners; and

WHEREAS, counties collect and disburse property taxes not only for counties, but also for all cities, townships, school districts, and special taxing districts and the state of Minnesota. Cash flow and operations of all local government is set around the collection dates for property taxes. The County Board acknowledges the seriousness of any delay of collection and disbursement of property taxes and will work to minimize this impact; and

WHEREAS, not all individuals and business property owners are experiencing financial hardship in Roseau County due to COVID-19, and those who can, should, pay their property taxes in a timely manner.

THEREFORE, BE IT RESOLVED, the Roseau County Treasurer (Treasurer) is directed to implement this application and undertake such actions and require such assistance as needed to accomplish this Resolution action to the extent practicable and allowable by law.

BE IT FURTHER RESOLVED, by the Roseau County Board of Commissioners as follows:

1. Pursuant to Minn. Stat. § 279.01, subd. 2, the County Board hereby delegates to the Treasurer the power to abate the penalty provided in Minn. Stat. § 279.01 for the late payment of first half current property taxes payable in May 2020, to the extent provided for in this Resolution.
2. The County Board further directs the Treasurer to take the steps necessary to impose the following modified penalties for late payment of first half current property taxes due and payable in 2020 to the extent provided for in this Resolution:
 - a. For taxes paid May 16, 2020 through July 15, 2020: a penalty of 0% of the unpaid tax otherwise due and owing.
3. The County Board further directs that the distribution of property taxes paid after the May 15, 2020, due date will be settled on a special schedule to provide those funds to tax authorities no later than July 31, 2020, if at all practicable.

4. This Resolution does not limit the authority of the County Board to abate taxes or property values, taxes, penalty, or interest as otherwise provided by law.

Auditor Monsrud provided follow up information concerning the ongoing discussion regarding mail-in balloting for the upcoming 2020 elections. She stated that three Townships have agreed to do mail ballot elections, (Hereim, Lake, and Malung). In addition, Commissioner Swanson noted that Jadis has also agreed to go to mail ballot election. There was no Board action taken.

Coordinator Pelowski presented a copy of the Resolution passed by the Roseau City Council on May 4, 2020, for Board consideration. The purpose of the Resolution is to request that the Governor's Office address the inequities created in his recent Executive Order 20-48, before the businesses not allowed to re-open are no longer viable. Following Board review and revision of the Resolution as presented, Commissioner Swanson made a motion, seconded by Commissioner Walker, and carried unanimously (roll call vote) to approve the following Resolution:

2020-05-02

**RESOLUTION URGING GOVERNOR WALZ TO ALLOW
BUSINESSES IN ROSEAU COUNTY TO REOPEN**

WHEREAS, The Roseau County Board is urging Governor Walz to allow businesses, including "non-critical" businesses, in Roseau County to reopen;

WHEREAS, the "Stay-at-Home Order" was to be lifted on May 4th but now has been extended an additional two weeks (May 18th);

WHEREAS, the "Stay-at-Home Order" has caused undue hardship and financial loss to many small businesses, some whom will never recover from this catastrophe, as businesses continue to have financial strain due to health and business insurance, taxes, rent, utilities and other costs, with no source of revenue to cover those costs;

WHEREAS, all businesses can reasonably reopen as the "Stay-at-Home Order" is not a one size fits all solution, "Critical" businesses, such as hardware and grocery stores, are allowed to stay open but must successfully follow the guidelines handed down by the MN Department of Health and the CDC; our "Main Street" non-critical businesses are just as capable of following those same guidelines;

WHEREAS, we firmly believe that all of our businesses can reopen safely, and still provide adequate protection to our most vulnerable citizens.

THEREFORE, BE IT RESOLVED, the Roseau County Board respectfully requests that our non-critical businesses be allowed to reopen as soon as the business prepares and posts a Preparedness Plan on-site. The Plan must address the items contained in the MN Department of Health and CDC guidance.

County Recorder Position Discussion

Coordinator Pelowski reminded the Board that County Recorder Pam Grand will be retiring May 22, 2020. Also, if no petition is received stating the Board Resolution adopted by the Board on April 14, 2020, which established the appointed Recorder position, is invalid, then the Recorder position officially becomes appointed on May 14, 2020. Board consensus was to lay this item over until after the May 14, 2020, petition deadline; therefore, this item will be included in the May 19, 2020, Special Board Meeting Agenda.

Roseau Highway Maintenance Facility Discussion

Commissioner Falk and Commissioner Wicklund met with Iden Magnusson and Mickey Slater regarding the potential sale of their property adjacent to the current Highway Maintenance Facility to the County. They have agreed to sell a five-acre parcel at the price of \$25,000 per acre. The only stipulation they requested would be for the County to allow a cartway to their property. Following a lengthy discussion, the Board requested Engineer Ketring to acquire estimates to repair the current facility; and, they compared the cost/benefit of building a new facility adjacent to the current facility vs. building a new facility at the City Industrial Park. Continued discussion of this item will occur at a future Board meeting after Engineer Ketring obtains updated cost estimates for repairing the current facility.

Upon motion carried, the Board adjourned the Special meeting at 10:30 a.m. The next Regular meeting of the Board is scheduled for Tuesday, May 12, 2020, at 8:30 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

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

DRAFT



Roseau County Request for Board Action

Agenda Item #: County Board Item 1 <small>(for office use only)</small>		
Requested Board Date:	May 12, 2020	Originating Department: Assessor
Subject Title (as it will appear on the Agenda): Tax Court Advisory Committee		Presenter: Liz Lund
		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 establishing a Tax Court Advisory Committee, and appointing 2 Commissioners to serve on this Committee.		
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:	May 12, 2020	Originating Department: Commissioners
Subject Title (as it will appear on the Agenda): COVID-19 Situation		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: > Discussion of the County's ongoing response to the COVID-19 pandemic. > Consider approval of a revised Temporary Employee Policy (attached) --- the existing Policy will sunset on May 13, 2020.		
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 _____		

COUNTY OF ROSEAU
TEMPORARY EMPLOYEE POLICY IN RESPONSE TO THE COVID-19 EPIDEMIC
MAY 12, 2020 EXTENSION

Please review the following information carefully:

Based upon the most recent developments in the Pandemic (Covid-19), the State and Federal Governments have each declared a State of Emergency, and the Roseau County Board of Commissioners, at an Emergency Meeting held on March 19, 2020, has issued an Emergency Declaration.

This notice is to provide the temporary policy and anticipated protocol which the County will utilize for all County employees. This guidance is subject to change based upon the fluidity of the Pandemic and recommendations of local, State and Federal agencies.

This shall be the guidance for work commencing Friday, March 20, 2020; revised April 14, 2020; revised May 12, 2020; and, may change by Board action at a later date.

In order to help maintain the health and safety of its employees and members of the community, the following temporary policies shall be implemented:

1) Employee Travel

- All non-essential employee business-related travel is prohibited. Employees should contact their Supervisor if they have questions about traveling for business purposes.
- Non-critical internal meetings shall be cancelled, or held via telephone or other digital means.
- Employees and Supervisors shall follow any requirements for self-isolation or monitoring recommended by the CDC Travelers' Health website - <https://wwwnc.cdc.gov/travel>
- If you traveled prior to March 20, 2020, and if required by the Department Head to self-isolate or monitor, the employee will be paid at their normal rate of pay (hours).
- If you traveled outside of the area after March 20, 2020, and if required by the Department Head to self-isolate or monitor, the employee must take unpaid time off, per section 4C of this Policy.

2) Employee or Household Illness

- If an employee, or a person in the employee's household, or a person under the care of an employee, is sick with flu-like symptoms, as defined by the CDC, the employee must stay home. If an

employee needs to stay home, they must notify their Supervisor as soon as practically possible. If approved by their Supervisor, the employee will be paid at their normal rate of pay (hours).

3) Exposure in the Workplace

- If an employee, or if someone in an employee's household, has come in contact with a person who tested positive, or is awaiting test results, for COVID-19, they must notify their Supervisor and the Coordinator's Office immediately. If required to self-isolate or monitor, the employee will be paid at their normal rate of pay (hours).

4) Flexible Work Arrangements

- The Board is directing Department Heads to allow the following work arrangements in order to minimize possible Staff exposure:

A) Work from Home Option: If it is determined by the Department Head that you can adequately perform your work duties from home, and IT has determined that the employee can access the data necessary to perform those duties from home, then employees must do so until further notice.

- Employees who work remotely must make arrangements with their Supervisor to determine work schedules and work hours.
- Due to the fact that the County has limited ability to allow employees to work from home, "At Risk" employees, as defined by the MDH or by their personal physician, will be given first priority when determining the ability to work from home, assuming it is possible to perform their duties as determined by the Department Head and IT. "At Risk" is defined as: people over 60 years of age; people with underlying conditions including heart disease, lung disease, or diabetes; people who have weakened immune systems; people who are pregnant; and/or people who have been identified by their personal physicians.

B) On-Call Option: If it is determined that you cannot perform your work duties from home, employees may be sent home "On-Call" by the Department Head. Employees who are "On-Call" and have been sent home, shall be paid at ½ their normal rate of pay. Employees have the option to make up the other ½ of their normal pay by utilizing vacation, sick, comp, or reserve sick time in lieu of unpaid time off if they so choose. Those employees with low benefit balances shall have the option to take unpaid leave or accrue a negative sick leave balance, which will be paid back at the normal accrual rate.

C) Voluntary Time Off (VTO) and Unpaid Time Off Option(s): All employees shall be given the option to request from their Department Head to take leave on a voluntary basis. In addition, employees who have been ordered to self-isolate or monitor due to post-March 20, 2020 personal travel must take unpaid time off. For either VTO or unpaid time off, employees have the option, if approved by Department Head, to take vacation, sick, comp, and/or holiday pay in lieu of unpaid time off if they so choose. Those employees with low benefit balances shall have the option to take unpaid leave or accrue a negative sick leave balance, which will be paid back at the normal accrual rate.

- “At Risk” employees, as defined by the MDH or by their personal physician, will be given first priority when considering voluntary time off requests. “At Risk” is defined as: people over 60 years of age; people with underlying conditions including heart disease, lung disease, or diabetes; people who have weakened immune systems; people who are pregnant; and/or people who have been identified by their personal physicians.
- Employees may be called in to work as situations change/evolve.
- All benefits will continue to accrue during voluntary time off.
- All requests will be considered by Department Heads based on in- office needs

NOTE: This revised Policy will remain in effect through **June 10, 2020**, unless amended by the Board.

NOTE: *Employees may also be eligible for certain benefits outlined in the “Families First Coronavirus Response Act” (FFCRA); including, paid sick leave entitlements, public health emergency leave, and expanded FMLA provisions, (reference attached FFCRA information).*



Roseau County Request for Board Action

Agenda Item #: County Board Item 3 <small>(for office use only)</small>		
Requested Board Date:	May 12, 2020	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

APRIL 29, 2020 - ROSEAU COMMUNITY MEETING

APRIL 29, 2020 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY

MAY 4, 2020 - EMERGENCY MANAGEMENT STAKEHOLDERS

MAY 4, 2020 - JADIS TOWN BOARD; approved mail balloting for 2020 elections

MAY 4, 2020 - ROSEAU CITY COUNCIL; opened city parks and playgrounds

MAY 5, 2020 - ROSEAU COUNTY BOARD SPECIAL MEETING; approved July 15 property tax payments w/out penalty and interest

MAY 5, 2020 - OPERATIONS COMMITTEE

MAY 5, 2020 - ROSEAU COUNTY EMERGENCY OPERATIONS CENTER; re: COVID-19 response

MAY 6, 2020 - COMMUNITY JUSTICE COORDINATING COMMITTEE; Paul Meunier/ Youth Intervention Programs

MAY 6, 2020 - ASSOCIATION OF MINNESOTA BLUE RIBBON GOVERNANCE PANEL

MAY 11, 2020 - EMERGENCY MANAGEMENT STAKEHOLDERS

MAY 11, 2020 - ROSEAU CITY COUNCIL