

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **March 24, 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

8:35 Consent Agenda

1. March 10, 2020 Board Proceedings
2. Drug Free Communities (DFC) Grant – County Appropriation

8:40 Department Reports

8:45 Committee Reports

8:50 County Board Items

1. COVID-19 Situation Update
2. Commissioner Committee Reports

9:30 Unfinished Business

9:30 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. In addition, public access to the County Courthouse is not allowed effective March 20, 2020.

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

March 10, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, March 10, 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, Jack Swanson, Russell Walker, and Daryl Wicklund. Others present were Jeff Pelowski, Joleen Kezar, Martie Monsrud, Brian Ketring, Scott Laudenslager, Gretchen Mehmel, Steve Gust, Diane Gregerson, Liz Lund, Renae Hamilton, and Pam Grand.

APPROVAL OF AGENDA

Sheriff Gust requested the addition of a Joint Powers Agreement with the State of Minnesota to Department Reports. Auditor Monsrud requested the addition of a proposed County-owned land sale to Department Reports. Commissioner Swanson requested the addition of an Extension Committee discussion to County Board Items. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski reminded the Board about Safety Training to be held on March 11th from 9:00 a.m. to noon, and March 18th from 1:00 p.m. to 4:00 p.m. at the Roseau City Center. Commissioner Swanson stated that Representative Fabian has announced that he will not be running for re-election to the MN House of Representatives in 2020 election.

APPROVE BILLS

A motion was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously to approve the payment of the following warrants:

Warrants Approved For Payment 2/27/2020 (Warrant #142692-142724)

| <u>Vendor Name</u> | <u>Amount</u> |
|-----------------------|---------------|
| TOWN OF BARNETT | 24,556.87 |
| TOWN OF BARTO | 23,063.67 |
| TOWN OF BEAVER | 7,979.61 |
| TOWN OF CEDARBEND | 16,440.90 |
| TOWN OF DEER | 23,493.93 |
| TOWN OF DEWEY | 14,172.02 |
| TOWN OF DIETER | 22,016.71 |
| TOWN OF ENSTROM | 29,126.48 |
| TOWN OF FALUN | 19,616.03 |
| TOWN OF GOLDEN VALLEY | 16,394.03 |
| TOWN OF GRIMSTAD | 17,131.42 |
| TOWN OF HEREIM | 21,538.34 |
| TOWN OF HUSS | 15,999.34 |
| TOWN OF JADIS | 46,686.52 |
| TOWN OF LAKE | 92,559.54 |
| TOWN OF LAONA | 35,647.92 |
| TOWN OF LIND | 16,586.39 |

| | |
|----------------------|-------------------|
| TOWN OF MALUNG | 28,164.23 |
| TOWN OF MICKINOCK | 24,718.03 |
| TOWN OF MOOSE | 17,692.78 |
| TOWN OF MORANVILLE | 47,514.59 |
| TOWN OF NERESON | 17,263.77 |
| TOWN OF PALMVILLE | 8,161.60 |
| TOWN OF POHLITZ | 8,566.65 |
| TOWN OF POLONIA | 19,293.61 |
| TOWN OF POPLAR GROVE | 12,545.32 |
| TOWN OF REINE | 10,729.14 |
| TOWN OF ROSS | 29,691.75 |
| TOWN OF SKAGEN | 25,345.11 |
| TOWN OF SOLER | 16,775.13 |
| TOWN OF SPRUCE | 34,105.14 |
| TOWN OF STAFFORD | 21,624.10 |
| TOWN OF STOKES | 24,250.08 |
| Final Total: | 789,450.75 |

Warrants Approved For Payment 2/27/2020 (Warrant #142725-142737)

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------|-----------------|
| AFLAC | 3,355.88 |
| MN DEPT OF FINANCE -TREAS | 2,362.50 |
| 11 Payments less than 2,000.00 | 4,033.53 |
| Final Total: | 9,751.91 |

Warrants Approved For Payment 3/05/2020 (Warrant #142738-142749)

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------|------------------|
| ROSEAU CO TREASURER | 17,854.21 |
| 11 Payments less than 2,000.00 | 5,877.57 |
| Final Total: | 23,731.78 |

Warrants Approved On 3/10/2020 For Payment 3/13/2020 (Warrant #142750-142832)

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------|-------------------|
| COULOMBE CONSULTING | 3,360.00 |
| GARTNER REFRIGERATION CO | 16,973.97 |
| HEPPNER CONSULTING INC | 3,268.70 |
| HILDI INC | 3,220.00 |
| HOUSTON ENGINEERING | 3,917.50 |
| LIFECARE MEDICAL CENTER | 8,853.03 |
| LITTLE FALLS MACHINE INC | 2,451.78 |
| MARCO INC | 2,680.76 |
| MN DEPT OF CORRECTIONS | 26,819.96 |
| PENNINGTON CO SHERIFF | 5,137.18 |
| ROSEAU TIMES REGION INC | 2,134.35 |
| SCALEIT USA | 3,600.00 |
| SJOBORG'S INC | 2,668.25 |
| ST LOUIS COUNTY AUDITOR | 2,000.00 |
| ULINE | 2,290.97 |
| UNIVERSITY OF NORTH DAKOTA | 3,092.65 |
| WIDSETH SMITH NOLTING | 14,130.00 |
| ZIEGLER INC | 2,864.14 |
| 65 Payments less than 2,000.00 | 36,872.56 |
| Final Total: | 146,335.80 |

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Gretchen Mehmel & Scott Laudenslager, MnDNR – Norris Camp/Baudette Wildlife Update

Scott Laudenslager provided an update on the 2019 deer and bear harvests and the wildlife habitat projects completed in 2019. Gretchen Mehmel provided an update on Norris Camp operations, and mentioned that she will be retiring later this year.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the February 25, 2020, Board Proceedings; and, approved a 2020 County appropriation of \$10,000.00 to partially fund the efforts of the Jail Transition Team.

DEPARTMENT REPORTS

Highway

2020 Bituminous Projects Contract

Engineer Ketring requested Board approval of a contract with Knife River Construction for 2020 Bituminous Projects SAP 068-612-025, SAP 068-678-003, and SAP 068-679-001. The contracts went out for bids and Knife River submitted the lowest bid. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously to approve the contract with Knife River Construction as presented.

2020 Mill, Overlay, & Aggregate Shouldering Project Contract

Engineer Ketring requested Board approval of a contract with Knife River Construction for 2020 Mill, Overlay, & Aggregate Shouldering Project SP 068-608-012, as they submitted the lowest bid. This project is under a separate contract, as Federal funds will be utilized for a portion of the project cost. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously to approve the contract with Knife River Construction.

2020 Box Culvert Installation Contract

Engineer Ketring requested Board approval of a contract with Olson Construction for 2020 Mill Box Culvert Installation Project SAP 068-598-038, as they submitted the lowest bid. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Wicklund, and carried unanimously to approve the contract with Olson Construction.

Northland Community & Technical College (NCTC) Safety Training Contract

Engineer Ketring requested Board approval of a contract with NCTC to provide OSHA Safety Training for Highway Department employees. The training is scheduled for May 27, 2020, and the cost will be \$1,800.00. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously to approve the proposed contract with NCTC.

Call for Bids – Box Culvert Installation Project

Engineer Ketring requested Board approval to Call for Bids for Box Culvert Installation Project SAP 068-599-101. A motion was made by Commissioner Wicklund, seconded by Commissioner Horner, and carried unanimously to approve the Call for Bids.

Agreement for Highway Engineering Services – Kittson County

Engineer Ketring requested Board approval of the proposed Agreement for Highway Engineering Services to Kittson County. The Kittson County Engineer has resigned, and they have started the process of selecting a new Engineer. In the interim, they are requesting that Roseau County Engineer Ketring provide those services required by the MN State Aid system for Kittson County. The agreement specifies an end date on or before May 29, 2020. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously to approve the Agreement with Kittson County.

Sheriff

Joint Powers Agreement (JPA) with the State of Minnesota – National Incident-Based Reporting System (NIBRS)

Sheriff Gust requested the Board approve a JPA with the State of MN to submit its crime statistics through the NIBRS. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously to approve the JPA as presented.

COUNTY BOARD ITEMS

County Land Sale

Auditor Monsrud requested the Board authorize the sale of unimproved non-conforming County fee land, pursuant to MS.373.01, Sub. (i), to adjoining landowners in Section 19, Township 160, Range 43, approximately 1 acre in the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$, lying southerly of State Highway 11. Auditor Monsrud also requested the Board authorize the Auditor to notify the adjoining landowners of said sale; set the minimum purchase price; set the date and time for the County-owned land sale; set the minimum sale price per acre; approve the terms of the sale, (cash only, recording fee \$46.00, well certificate fee \$50.00, and reserving all mineral and mineral rights by Roseau County); authorize the County Board Chair and the County Auditor the authority to execute and deliver a Quit Claim Deed for the property to the highest bidder. Following discussion, a motion was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously to approve the following Resolution:

2020-03-01

WHEREAS, Roseau County desires to offer for sale certain parcels of unimproved nonconforming County fee land pursuant to MS. 373.01, Sub (i) to adjoining landowners in Section 19, Township 160, Range 43, (approximately 1 acre in the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ lying southerly of State Highway 11);

WHEREAS, the Roseau County Auditor is hereby authorized to notify the adjoining landowners of said sale;

WHEREAS, the minimum sale price has been set at \$1,000.00;

WHEREAS, the terms of the sale will be cash only, including any applicable fees;

WHEREAS, all mineral and mineral rights will be reserved by Roseau County;

NOW, THEREFORE BE IT RESOLVED, that the Roseau County Board of Commissioners authorizes the land sale to take place on Tuesday, April 14, 2020 at 9:00 a.m., in the Roseau County Board Room;

BE IT FURTHER RESOLVED, that the bidders must submit sealed written bids to the County Auditor's Office by 4:30 pm, April 13, 2020, and that the bidders will be allowed to offer oral amendments to their written bid at the sale, if applicable;

BE IT FURTHER RESOLVED, that the Roseau County Board and Roseau County Auditor are authorized to issue a Quit Claim Deed for the property to the highest bidder.

County Recorder Position Discussion

Recorder Grand met with the Board to discuss the options for the County Recorder position due to her upcoming retirement. Recorder Grand suggested the Board consider appointing Renae Hamilton as interim Recorder until the 2022 election. The Board reviewed a number of options available to the County concerning this issue. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously to set a public hearing for April 14, 2020 at 9:15 a.m. at the Roseau County Board Room to consider converting the County Recorder position from elected to appointed.

Extension Committee – Youth members

Commissioner Swanson presented a recommendation from the Extension Committee to add youth members to the Extension Committee. The youth would be non-voting members of the Committee, and it would be required that the appointees be officers of a Roseau County 4H Club. After discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Falk, and carried unanimously to approve adding two youth non-voting members to the Extension Committee.

Commissioner Committee Reports (February 25 – March 10, 2020)

Commissioner Falk reported on the following committee(s): Township Officers Association Meeting; Operations Committee Meeting; County Board Work Session; Roseau River Watershed Board Meeting; Election Canvassing Board Meeting; Extension Committee Meeting.

Commissioner Horner reported on the following committee(s): Operations Committee Meeting; County Board Work Session; Association of Minnesota Counties (AMC) Legislative Conference.

Commissioner Swanson reported on the following committee(s): Minnesota Rural Counties Meeting; Northern Counties Land Use Coordinating Board Meeting; Association of Minnesota Counties (AMC) Legislative Conference; Legislative Committee Meeting; AMC Extension Committee Meeting; AMC Public Safety Policy Committee Meeting; U of M Extension 4H Awards Presentation; Roseau City Council Meeting; Operations Committee Meeting; County Board Work Session; Domestic Violence Advisory Committee Meeting; Team EPIC Meeting; Roseau Economic Development Authority Meeting; Community Justice Coordinating Committee Meeting; AMC Community Resilience Roundtable; Public Health Committee Meeting; Roseau County Extension Committee Meeting.

Commissioner Walker reported on the following committee(s): Minnesota Rural Counties Meeting(s); AMC Legislative Conference; Meeting with our elected State Legislators; Northern Counties Land Use Coordinating Board Meeting; Joint Counties Natural Resource Board Meeting; Operations Committee Meeting; County Board Work Session; Forum Communications Interview.

Commissioner Wicklund reported on the following committee(s): Township Officers Association Meeting; Operations Committee Meeting; County Board Work Session; Election Canvassing Board Meeting.

Upon motion carried, the Board adjourned the Regular meeting at 10:25 a.m. The next Regular meeting of the Board is scheduled for Tuesday, March 24, 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

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| Agenda Item #: Consent 2 <small>(for office use only)</small> | | |
| Requested Board Date: | March 24, 2020 | Originating Department: Commissioners |
| Subject Title (as it will appear on the Agenda): Drug Free Community (DFC) Grant – County Appropriation | Presenter: Jack Swanson | |
| | 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 approval of a \$25,000.00 appropriation to support Team Epic. | | |
| 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 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 _____ | | |



Roseau County Request for Board Action

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|--|----------------|--|
| Agenda Item #: County Board Item 1 <small>(for office use only)</small> | | |
| Requested Board Date: | March 24, 2020 | Originating Department: Commissioners |
| Subject Title (as it will appear on the Agenda): COVID-19 Situation Update | | 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 current status of the COVID-19 pandemic. | | |
| 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

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|--|----------------|--|
| Agenda Item #: County Board Item 2 <small>(for office use only)</small> | | |
| Requested Board Date: | March 24, 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

MARCH 10, 2020 - HIGHWAY COMMITTEE

MARCH 10, 2020 - BUILDING COMMITTEE

MARCH 11, 2020 - NORTHWEST MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (T.R.F.); approved \$6,000 contribution toward Roseau County housing study

MARCH 11, 2020 - NORTHWEST MINNESOTA EMERGENCY COMMUNICATIONS BOARD (T.R.F.); formed a grants workgroup, which will meet in April; formed a committee to study dispatcher recruitment and retention

MARCH 12, 2020 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE; talked about grant funding process

MARCH 12, 2020 - JUVENILE DETENTION ALTERNATIVES INITIATIVE/TRUE NORTH COLLABORATIVE; discussed NW Regional meeting; talked about timeline for hiring a NW Minnesota JDAI Coordinator

MARCH 16, 2020 - ROSEAU CITY COUNCIL; emergency meeting on COVID-19 response

MARCH 16, 2020 - ROSEAU SCHOOL BOARD

MARCH 17, 2020 - SOCIAL SERVICES BOARD

MARCH 17, 2020 - ROSEAU COUNTY BOARD/ EMERGENCY MEETING; COVID-19 response and emergency declaration

MARCH 18, 2020 - ROSEAU COMMUNITY MEETING; met by WebEx due to COVID-19 concerns

MARCH 19, 2020 – ROSEAU COUNTY BOARD EMERGENCY MEETING; COVID-19 response

MARCH 23, 2020 – ROSEAU CITY COUNCIL