

REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **May 26, 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 DANGEROUS DOG DESIGNATION HEARING

9:00 Consent Agenda

1. May 12, 2020 Regular Board Meeting Proceedings
2. May 19, 2020 Special Board Meeting Proceedings

9:05 Department Reports

1. Highway
 - a. 2019 Fall Flood-Related Projects – Contracts
 - b. Box Culvert Installation Project – Contract
 - c. CSAH 7 Flood Repair Project - Contract

9:15 Committee Reports

9:20 County Board Items

1. COVID-19 Situation
 - a. County Update
 - b. COVID-19 Preparedness Plan
 - c. Temporary Employee Policy Revision
2. Reine Township Road Discussion
3. Commissioner Committee Reports

10:00 Unfinished Business

10:00 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.



Roseau County Request for Board Action

| | | |
|--|--------------|--|
| Agenda Item #: HEARING <small>(for office use only)</small> | | |
| Requested Board Date: | May 26, 2020 | Originating Department: Attorney |
| Subject Title (as it will appear on the Agenda): Dangerous Dog Designation Hearing | | Presenter: Kristy Kjos |
| | | 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: | | |
| 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 type="checkbox"/> County Board Items <input checked="" type="checkbox"/> Other HEARING | | |

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

May 12, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, May 12, 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, Russell Walker, and Daryl Wicklund. Jack Swanson 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 Sandi Weiland.

APPROVAL OF AGENDA

A motion to approve the Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote).

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski reminded the Board that the Special Board Meeting is scheduled for May 19, 2020, 9:30 a.m., following the Social Services Board Meeting.

APPROVE BILLS

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

Warrants Approved For Payment 5/07/2020 (Warrant #143161-143180)

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------------|------------------|
| DEARBORN GROUP | 3,637.97 |
| MN DEPT OF FINANCE -TREAS | 3,783.00 |
| RIVERFRONT STATION | 2,105.49 |
| ROSEAU CITY | 12,153.47 |
| ROSEAU CO TRAILBLAZERS | 6,389.97 |
| SUN LIFE ASSURANCE COMPANY OF CANADA | 2,224.57 |
| 14 Payments less than 2,000.00 | 7,675.30 |
| Final Total: | 37,969.77 |

Warrants Approved On 5/12/2020 For Payment 5/15/2020 (Warrant #143181-143230)

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------|---------------|
| COULOMBE CONSULTING | 5,040.00 |
| DLT SOLUTIONS INC | 8,561.60 |
| DUDE SOLUTIONS INC | 3,178.57 |
| LIFECARE MEDICAL CENTER | 3,968.40 |
| MTI DISTRIBUTING, INC | 22,000.00 |
| PENNINGTON CO SHERIFF | 4,881.45 |
| RELIANCE TELEPHONE SYSTEMS | 2,250.00 |
| ROSEAU CO HWY DEPT | 4,776.58 |
| UNIVERSITY OF NORTH DAKOTA | 3,092.65 |
| WATCH GUARD VIDEO | 9,190.00 |
| 40 Payments less than 2,000.00 | 16,062.37 |

Final Total:

83,001.62

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 28, 2020, Regular Board Proceedings; and, approved the May 5, 2020, Special Meeting Board Proceedings.

COUNTY BOARD ITEMS

Tax Court Advisory Committee

Assessor Lund requested the Board form a Tax Court Advisory Committee consisting of two Commissioners, County Attorney Kjos, and Assessor Lund. Commissioner Falk and Commissioner Walker agreed to serve on the Committee. A motion was made by Commissioner Swanson, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote), to approve the appointment of Commissioner Falk, Commissioner Walker, Attorney Kjos, and Assessor Lund to the Tax Court Advisory Committee. Assessor Lund requested that the Committee meet on Tuesday, May 26, 2020, to go over information obtained from the upcoming appraisal exchange.

COVID-19 Situation Update

Emergency Manager Grafstrom provided an update for the Board; including Governor Walz rolling out a five-point plan for long-term care facilities last week; MDH presented a process for contact tracing, and for training as many people as possible to conduct the tracing; and, the Governor's "Stay-at-Home" order sunsets on May 18, 2020, so updated information will be forthcoming. Commissioner Walker asked about housing alternatives for positive cases, and their families if necessary, and how that housing will be managed to meets the needs of their clientele. EM Grafstrom responded that Northwest Community Action is taking the lead on the housing issue, and will manage this on a case-by-case basis. Social Services Director Langaas responded that the County would help families work through problematic situations that arise as well.

Coordinator Pelowski updated the Board regarding the County Resolution passed last week urging the Governor to re-open all County businesses. There has been no response from Governor Walz to-date; and, he noted that the Department Heads are working on a Preparedness Plan should the County facilities be allowed to be re-opened to the public.

Commissioner Swanson noted that the Association of MN Counties (AMC) Blue Ribbon Governance Task Force, of which he is a member, has asked the Governor's team to explain the rationale used to justify keeping small businesses closed, but have also not received a response to their request.

Temporary Employee Policy: A revision and/or extension is needed as the existing policy is scheduled to sunset on May 13, 2020. Coordinator Pelowski stated that no changes, other than extending the policy until June 10, 2020, are being proposed. A motion to approve the revised Temporary Employee Policy was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously, (roll call vote).

Commissioner Committee Reports (April 28 to May 12, 2020)

Commissioner Falk reported on the following committee(s): Special County Board Meeting; Roseau River Watershed Board Meeting; Highway Department Leadership Meeting; Magnusson Land Meeting.

Commissioner Horner reported on the following committee(s): Special County Board Meeting; Warroad City Council Meeting.

Commissioner Swanson reported on the following committee(s): Roseau Community Meeting; Roseau Economic Development Authority Meeting; Emergency Management Stakeholders Meeting(s); Jadis Township Board Meeting; Roseau City Council Meeting(s); Special County Board Meeting; Community Justice Coordinating Committee Meeting; AMC Blue Ribbon Governance Panel Meeting.

Commissioner Walker reported on the following committee(s): Special County Board Meeting; Joint Powers Natural Resources Board Meeting; One Watershed One Plan (1W1P) Meeting; MRC Executive Committee Meeting.

Commissioner Wicklund reported on the following committee(s): Special County Board Meeting; Northwest Regional Development Commission Meeting; Magnusson Land Meeting; Land of the Dancing Sky Committee Meeting; Highway Department Leadership Meeting.

Upon motion carried, the Board adjourned the Regular meeting at 9:25 a.m. The next Special meeting of the Board is scheduled for Tuesday, May 19, 2020, at 9:30 a.m., and the next Regular meeting of the Board is scheduled for Tuesday, May 26, 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 19, 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 19, 2020.

CALL TO ORDER

The meeting was called to order at 9:30 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, Pam Grand, Diane Gregerson, Martin Howes, Karla Langaas, Liz Lund, Pam Shaw, Chris Stauffer, Cindy Tangen, Renae Hamilton, Brenda McMillin, June Wensloff, Sandi Weiland, and Mike Trinka.

APPROVAL OF AGENDA

Commissioner Horner requested the addition of a discussion on the Highway Maintenance Facility to County Board Items. Commissioner Wicklund requested the addition of a discussion concerning the intersection of County Roads 4 & 7 in Greenbush to County Board Items. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously, (roll call vote).

COMMENTS AND ANNOUNCEMENTS

Commissioners Horner, Swanson, Walker, and Wicklund stated that they have been contacted by constituents concerning a citizen's committee that has been formed to urge Governor Walz to re-open Roseau County and the State of Minnesota. Coordinator Pelowski received a "Property Owners Report" from the Roseau River Watershed District Board in advance of the June 3, 2020, Ditch 16 Public Hearing. Board Chair Falk stated that Norfarm Seed Company has discontinued the land spreading of seed screenings.

COUNTY BOARD ITEMS

County Veteran Services Office (CVSO) – Donation

CVSO Howes stated that he has received a donation of \$2000.00 from the Warroad VFW Post 4930 for the betterment and support of our local Veterans and their families in their time of need, for the purpose of fuel cards, food cards, or anything deemed necessary by the CVSO. A motion was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously, (roll call vote), to accept the donation.

COVID-19 Pandemic – Situation Update

Emergency Management Director Grafstrom provided an update; including, a discussion regarding possible FEMA and CARES Act funding to reimburse COVID-related expenses; continued work developing the COVID-19 Mitigation Plan for Contact Tracing; and, the Marvin Companies started drive-thru testing for their employees in Warroad.

Coordinator Pelowski stated that the Department Heads have been working on Preparedness Plans to get ready for the possible re-opening of County facilities to the public. As Governor Walz has ended the Stay-at-Home Order, effective May 18, 2020; the Preparedness Plans have not been finalized to-date; AMC is holding a webinar on May 21, 2020, to provide guidance for re-opening County facilities; and, we are continuing to provide our usual County services, the Department

Head's recommendation to the Board is to establish the goal of re-opening County facilities to the public by June 1, 2020. Board consensus was to concur with the recommendation.

County Recorder Position Discussion

On April 14, 2020, the Board unanimously approved a Resolution establishing the Appointed Office of County Recorder. Following passage of the Resolution, there is a 30-day appeal period consisting of the ability to file a petition signed by greater than 10% of the registered voters in the County. If a petition is filed within 30 days (by May 14, 2020), the Resolution approved on April 14th would be null and void. No petition was received by May 14th; therefore, the County Recorder is now officially an appointed position. Coordinator Pelowski provided a handout summarizing the three options previously discussed by the Board concerning an appointed Recorder. Following discussion, Commissioner Swanson made a motion to promote Deputy Recorder Renae Hamilton to the Recorder position, effective May 23, 2020, at a pay grade 9, step A. The motion died due to a lack of a second. Following discussion, Commissioner Horner made the motion to combine the Recorder office duties with the Auditor's Office effective May 23, 2020, seconded by Commissioner Wicklund, and passed with a 4 - 0 vote, with Commissioners Horner, Swanson, Walker, and Wicklund voting yes, Commissioner Falk abstained from the vote. In addition, a motion was made by Commissioner Swanson to authorize the re-evaluation of the Deputy Recorder job description, seconded by Commissioner Horner, and carried unanimously, (roll call vote). Finally, as a part of this discussion, Commissioner Swanson made a motion to set a Public Hearing for June 23, 2020, at 9:00 a.m., to consider public input concerning the establishment of the Appointed Office of County Auditor, seconded by Commissioner Horner, and carried by a 4 – 0 vote with Commissioners Horner, Swanson, Walker, and Wicklund voting yes, Commissioner Falk abstained from the vote.

Roseau County Highway Maintenance Facility

As a follow-up to previous Board meeting discussions concerning the potential location of a new Highway Maintenance Facility, Commissioner Horner made a motion to purchase 3 lots located in the City of Roseau Industrial Park for \$50,000.00, seconded by Commissioner Walker, and failed by a 1 – 4 vote, with Commissioner Horner voting yes, and Commissioners Falk, Swanson, Walker, and Wicklund voting no. Board consensus was to defer this item to the next Highway Committee meeting.

Intersection of County Roads 4 & 7 in Greenbush

Commissioner Wicklund requested information from Engineer Ketring regarding lighted signage at the intersection of County Roads 4 & 7. He stated that it is up to the County Board to make the decision concerning installation of lighted signage at that intersection. It is a State Aid intersection, so MnDOT would install the signs. Commissioner Walker noted that there is also a safety issue at the intersection of County Roads 5 & 12 south of Warroad. Commissioner Wicklund made a motion, seconded by Commissioner Walker, and carried unanimously, (roll call vote), to install lighted signs on both the intersection of County Roads 4 & 7 in Greenbush, and the intersection of County Roads 5 & 12 south of Warroad.

Upon motion carried, the Board adjourned the Special meeting at 11:10 a.m. The next Regular meeting of the Board is scheduled for Tuesday, May 26, 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



Roseau County Request for Board Action

| | | |
|--|--------------|--|
| Agenda Item #: Department Reports 1a <small>(for office use only)</small> | | |
| Requested Board Date: | May 26, 2020 | Originating Department: Highway |
| Subject Title (as it will appear on the Agenda): 2019 Fall Flood-Related Projects - Contracts | | Presenter: Brian Ketring |
| | | Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input checked="" 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 Contracts. The bids were opened on May 14, 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 checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ | | |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 COUNTY DITCH 10, PACKET 1

May 14, 2020

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | R & Q TRUCKING | | HOLTHUSEN | |
|----------------------|---|-------------------|--------------------|-------------------------|-----------------------------|--------------------------|-----------------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | Lin. Ft. Lump Sum | 842 1 | \$ 91.00 \$ 3,500.00 | \$ 76,622.00 \$ 3,500.00 | \$ 117.75 \$ 2,500.00 | \$ 99,145.50 \$ 2,500.00 |
| | | | | \$ 80,122.00 | | | \$ 101,645.50 |

| ANDREW STOSKOPF | | | |
|-----------------|-----------|-----------|-------------------|
| \$ | 180.00 | \$ | 151,560.00 |
| \$ | 13,893.00 | \$ | 13,893.00 |
| | | \$ | 165,453.00 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 COUNTY DITCH 9, PACKET 2

May 14, 2020

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | R & Q TRUCKING | HOLTHUSEN |
|----------------------|--|----------------------|--------------------|---|---|
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | Lin. Ft. Lump Sum | 534 1 | \$ 103.00 \$ 55,002.00 \$ 2,800.00 \$ 2,800.00 | \$ 127.40 \$ 68,031.60 \$ 1,500.00 \$ 1,500.00 |
| | | | | \$ 57,802.00 | \$ 69,531.60 |

| ANDREW STOSKOPF | |
|-----------------|----------------------|
| \$ 190.00 | \$ 101,460.00 |
| \$ 8,010.00 | \$ 8,010.00 |
| | \$ 109,470.00 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 COUNTY DITCH 20, PACKET 3

May 14, 2020

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | R & Q TRUCKING | HOLTHUSEN |
|----------------------|------------------------------------|---------------------|--------------------|-------------------------|-------------------------|
| Spec. Prov. 2104.603 | Slope Failure Repair | Lin. Ft. | 299 | \$ 130.00 | \$ 144.25 |
| 2575.501 | Salvage Rip Rap Turf Establishment | Cu. Yd. Lump Sum | 100 1 | \$ 35.00 \$ 1,900.00 | \$ 20.00 \$ 1,500.00 |
| | | | | \$ 44,270.00 | \$ 46,630.75 |

| ANDREW STOSKOPF | |
|-----------------|---------------------|
| \$ 293.75 | \$ 87,831.25 |
| \$ 10.00 | \$ 1,000.00 |
| \$ 4,485.00 | \$ 4,485.00 |
| \$ | \$ 93,316.25 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 COUNTY DITCH 21, PACKET 4

May 14, 2020

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | SIMMONS CONTRACTING | R & Q TRUCKING |
|----------------------|--|----------------------|--------------------|--|---|
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | Lin. Ft. Lump Sum | 161 1 | \$ 80.00 \$ 12,880.00 \$ 642.00 \$ 642.00 | \$ 117.00 \$ 18,837.00 \$ 1,500.00 \$ 1,500.00 |
| | | | | \$ 13,522.00 | \$ 20,337.00 |

| HOLTHUSEN | |
|---------------------|--------------|
| \$ 131.75 | \$ 21,211.75 |
| \$ 1,500.00 | \$ 1,500.00 |
| \$ 22,711.75 | |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 COUNTY DITCH 23, PACKET 5

May 14, 2020

| SPEC. NO. | DESCRIPTION | U/M | | ESTIMATED QUANTITY | SIMMONS CONTRACTING | | R & Q TRUCKING | |
|------------------------|---|----------|----------|--------------------|---------------------|--------------|----------------------|---------------|
| | | Lin. Ft. | Lump Sum | | | | | |
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | | | 615 | \$ 80.00 | \$ 49,200.00 | \$ 104.00 | \$ 63,960.00 |
| | | | | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| | | | | | \$ 51,700.00 | | \$ 66,460.00 | |
| HOLTHUSEN | | | | | \$ 105.45 | \$ 64,851.75 | \$ 165.00 | \$ 101,475.00 |
| | | | | | \$ 2,000.00 | \$ 2,000.00 | \$ 9,225.00 | \$ 9,225.00 |
| | | | | | \$ 66,851.75 | | \$ 110,700.00 | |
| ANDREW STOSKOPF | | | | | | | | |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 JUDICIAL DITCH 61, PACKET 6

May 14, 2020

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | R & Q TRUCKING | HOLTHUSEN |
|----------------------|--|----------------------|--------------------|--|---|
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | Lin. Ft. Lump Sum | 601 1 | \$ 93.00 \$ 55,893.00 \$ 3,000.00 \$ 3,000.00 | \$ 130.15 \$ 78,220.15 \$ 2,000.00 \$ 2,000.00 |
| | | | | \$ 58,893.00 | \$ 80,220.15 |

| ANDREW STOSKOPF | |
|-----------------|----------------------|
| \$ 195.00 | \$ 117,195.00 |
| \$ 10,517.50 | \$ 10,517.50 |
| | \$ 127,712.50 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT 2019 FALL FLOOD COUNTY DITCH 26 AND JUDICIAL DITCH 62, PACKET 7

May 14, 2020

JUDICIAL DITCH 62

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | HALVERSON | SIMMONS CONTRACTING |
|----------------------|--|----------|--------------------|-----------|---------------------|
| Spec. Prov. 2105.603 | Slope Failure Repair | Lin. Ft. | 55 | \$ 80.00 | \$ 4,400.00 |
| 2118.507 | Ditch Cleaning | Lin. Ft. | 200 | \$ 7.50 | \$ 1,500.00 |
| 2575.501 | Agg. Surfacing (LV) CL 5 Mod. Turf Establishment | Cu. Yd. | 133 | \$ 22.40 | \$ 2,979.20 |
| | | Lump Sum | 1 | \$ 500.00 | \$ 500.00 |

COUNTY DITCH 26

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | HALVERSON | SIMMONS CONTRACTING |
|----------------------|----------------------|----------|--------------------|---------------------|---------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair | Lin. Ft. | 176 | \$ 60.00 | \$ 10,560.00 |
| | Turf Establishment | Lump Sum | 1 | \$ 750.00 | \$ 750.00 |
| | | | | \$ 20,689.20 | \$ 24,019.00 |

JUDICIAL DITCH 62

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | HOLTHUSEN | R & Q TRUCKING |
|----------------------|--|----------|--------------------|-------------|----------------|
| Spec. Prov. 2105.603 | Slope Failure Repair | Lin. Ft. | 55 | \$ 90.00 | \$ 4,950.00 |
| 2118.507 | Ditch Cleaning | Lin. Ft. | 200 | \$ 4.00 | \$ 800.00 |
| 2575.501 | Agg. Surfacing (LV) CL 5 Mod. Turf Establishment | Cu. Yd. | 133 | \$ 20.00 | \$ 2,660.00 |
| | | Lump Sum | 1 | \$ 1,000.00 | \$ 1,000.00 |

COUNTY DITCH 26

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | HALVERSON | SIMMONS CONTRACTING |
|----------------------|----------------------|----------|--------------------|---------------------|---------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair | Lin. Ft. | 176 | \$ 96.60 | \$ 17,001.60 |
| | Turf Establishment | Lump Sum | 1 | \$ 1,000.00 | \$ 1,000.00 |
| | | | | \$ 27,411.60 | \$ 33,349.00 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 COUNTY DITCH 26 AND JUDICIAL DITCH 62, PACKET 7

JUDICIAL DITCH 62

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | ANDREW STOSKOPF |
|----------------------|--------------------------------|----------|--------------------|------------------------|
| Spec. Prov. 2105.603 | Slope Failure Repair | Lin. Ft. | 55 | \$ 185.00 \$ 10,175.00 |
| 2118.507 | Ditch Cleaning | Lin. Ft. | 200 | \$ 1.64 \$ 328.00 |
| 2575.501 | Agg. Surfacing (L.V) CL 5 Mod. | Cu. Yd. | 133 | \$ 27.00 \$ 3,591.00 |
| | Turf Establishment | Lump Sum | 1 | \$ 850.00 \$ 850.00 |

COUNTY DITCH 26

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | ANDREW STOSKOPF |
|----------------------|----------------------|----------|--------------------|-------------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair | Lin. Ft. | 176 | \$ 175.00 \$ 30,800.00 |
| | Turf Establishment | Lump Sum | 1 | \$ 2,640.00 \$ 2,640.00 |
| | | | | \$ 48,384.00 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 COUNTY DITCH 5 AND STATE DITCH 91, LAT. 2 AND 4, PACKET 8

May 14, 2020

COUNTY DITCH 5

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | SIMMONS CONTRACTING | BEITO REPAIR |
|----------------------|------------------------------------|------------------|--------------------|-------------------------|-------------------------|
| Spec. Prov. 2105.507 | Slope Failure Repair Common Borrow | Lin. Ft. Cu. Yd. | 69 | \$ 85.00 \$ 5,865.00 | \$ 187.00 \$ 12,903.00 |
| 2575.501 | Turf Establishment | Lump Sum | 36 | \$ 20.00 \$ 720.00 | \$ 42.00 \$ 1,512.00 |
| | | | 1 | \$ 1,000.00 \$ 1,000.00 | \$ 2,500.00 \$ 2,500.00 |

STATE DITCH 91, LAT. 2 & 4

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | SIMMONS CONTRACTING | BEITO REPAIR |
|----------------------|---|-------------------|--------------------|-------------------------|-------------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | Lin. Ft. Lump Sum | 238 | \$ 90.00 \$ 21,420.00 | \$ 90.50 \$ 21,539.00 |
| | | | 1 | \$ 1,000.00 \$ 1,000.00 | \$ 2,850.00 \$ 2,850.00 |
| | | | | \$ 30,005.00 | \$ 41,304.00 |

COUNTY DITCH 5

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | HOLTHUSEN | R & Q TRUCKING |
|----------------------|------------------------------------|------------------|--------------------|----------------------|-------------------------|
| Spec. Prov. 2105.507 | Slope Failure Repair Common Borrow | Lin. Ft. Cu. Yd. | 69 | \$ 80.00 \$ 5,520.00 | \$ 130.00 \$ 8,970.00 |
| 2575.501 | Turf Establishment | Lump Sum | 36 | \$ 50.00 \$ 1,800.00 | \$ 30.00 \$ 1,080.00 |
| | | | 1 | \$ 500.00 \$ 500.00 | \$ 2,500.00 \$ 2,500.00 |

STATE DITCH 91, LAT. 2 & 4

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | HOLTHUSEN | R & Q TRUCKING |
|----------------------|---|-------------------|--------------------|-------------------------|-------------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | Lin. Ft. Lump Sum | 238 | \$ 145.25 \$ 34,569.50 | \$ 130.00 \$ 30,940.00 |
| | | | 1 | \$ 1,200.00 \$ 1,200.00 | \$ 2,500.00 \$ 2,500.00 |
| | | | | \$ 43,589.50 | \$ 45,990.00 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES

SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT

2019 FALL FLOOD

COUNTY DITCH 5 AND STATE DITCH 91, LAT. 2 AND 4, PACKET 8

COUNTY DITCH 5

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | BLOOMING VALLEY SERV. |
|----------------------|---------------------------------------|---------------------|--------------------|--|
| Spec. Prov. 2105.507 | Slope Failure Repair Common Borrow | Lin. Ft. Cu. Yd. | 69 36 | \$ 300.00 \$ 20,700.00 \$ 25.00 \$ 900.00 |
| 2575.501 | Turf Establishment | Lump Sum | 1 | \$ 3,000.00 \$ 3,000.00 |

STATE DITCH 91, LAT. 2 & 4

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | BLOOMING VALLEY SERV. |
|----------------------|--|----------------------|--------------------|---|
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | Lin. Ft. Lump Sum | 238 1 | \$ 250.00 \$ 59,500.00 \$ 3,000.00 \$ 3,000.00 |
| | | | | \$ 87,100.00 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES

SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT

2019 FALL FLOOD

STATE DITCH 91, LAT. 5, PACKET 9

May 14, 2020

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | BEITO REPAIR | R & Q TRUCKING |
|----------------------|---|-------------------|--------------------|-------------------------|--------------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | Lin. Ft. Lump Sum | 781 1 | \$ 93.00 \$ 3,850.00 | \$ 116.00 \$ 3,500.00 |
| | | | | \$ 76,483.00 | \$ 94,096.00 |

| HOLTHUSEN | | SIMMONS CONTRACTING | |
|-------------|----------------------|---------------------|----------------------|
| \$ 125.40 | \$ 97,937.40 | \$ 130.00 | \$ 101,530.00 |
| \$ 2,500.00 | \$ 2,500.00 | \$ 4,184.00 | \$ 4,184.00 |
| | \$ 100,437.40 | | \$ 105,714.00 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 CSAH 3 AND STATE DITCH 91, LAT. 12 AND 13, PACKET 10

May 14, 2020

CSAH 3

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | SIMMONS CONTRACTING | HOLTHUSEN |
|----------------------|----------------------|----------|--------------------|---------------------|-------------|
| Spec. Prov. 2575.501 | Slope Failure Repair | Lin. Ft. | 100 | \$ 75.00 | \$ 78.56 |
| | Turf Establishment | Lump Sum | 1 | \$ 390.00 | \$ 350.00 |
| | | | | \$ 7,500.00 | \$ 7,856.00 |
| | | | | \$ 390.00 | \$ 350.00 |

STATE DITCH 91, LAT. 12 & 13

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | SIMMONS CONTRACTING | HOLTHUSEN |
|----------------------|----------------------|----------|--------------------|---------------------|---------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair | Lin. Ft. | 348 | \$ 80.00 | \$ 80.31 |
| | Turf Establishment | Lump Sum | 1 | \$ 390.00 | \$ 650.00 |
| | | | | \$ 27,840.00 | \$ 27,947.88 |
| | | | | \$ 390.00 | \$ 650.00 |
| | | | | \$ 36,120.00 | \$ 36,803.88 |

CSAH 3

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | BEITO REPAIR | R & Q TRUCKING |
|----------------------|----------------------|----------|--------------------|---------------------|---------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair | Lin. Ft. | 100 | \$ 109.00 | \$ 96.00 |
| | Turf Establishment | Lump Sum | 1 | \$ 2,850.00 | \$ 1,500.00 |
| | | | | \$ 10,900.00 | \$ 9,600.00 |
| | | | | \$ 2,850.00 | \$ 1,500.00 |
| | | | | \$ 40,682.00 | \$ 46,008.00 |

STATE DITCH 91, LAT. 12 & 13

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | BEITO REPAIR | R & Q TRUCKING |
|----------------------|----------------------|----------|--------------------|---------------------|---------------------|
| Spec. Prov. 2575.501 | Slope Failure Repair | Lin. Ft. | 348 | \$ 71.50 | \$ 96.00 |
| | Turf Establishment | Lump Sum | 1 | \$ 2,050.00 | \$ 1,500.00 |
| | | | | \$ 24,882.00 | \$ 33,408.00 |
| | | | | \$ 2,050.00 | \$ 1,500.00 |
| | | | | \$ 40,682.00 | \$ 46,008.00 |

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 2019 FALL FLOOD
 STATE DITCH 91, LAT. 5, PACKET 11

May 14, 2020

| SPEC. NO. | DESCRIPTION | U/M | ESTIMATED QUANTITY | SIMMONS CONTRACTING | BEITO REPAIR |
|----------------------|--|----------------------|--------------------|---|---|
| Spec. Prov. 2575.501 | Slope Failure Repair Turf Establishment | Lin. Ft. Lump Sum | 915 1 | \$ 85.00 \$ 77,775.00 \$ 3,708.00 \$ 3,708.00 \$ 81,483.00 | \$ 95.50 \$ 87,382.50 \$ 3,850.00 \$ 3,850.00 \$ 91,232.50 |

| HOLTHUSEN | | R & Q TRUCKING | |
|-------------|---------------------|----------------|----------------------|
| \$ 104.62 | \$ 95,727.30 | \$ 117.00 | \$ 107,055.00 |
| \$ 1,500.00 | \$ 1,500.00 | \$ 4,000.00 | \$ 4,000.00 |
| | \$ 97,227.30 | | \$ 111,055.00 |

| BLOOMING VALLEY SERV. | |
|-----------------------|----------------------|
| \$ 190.25 | \$ 174,078.75 |
| \$ 7,000.00 | \$ 7,000.00 |
| | \$ 181,078.75 |



Roseau County Request for Board Action

| | | |
|--|--------------|--|
| Agenda Item #: Department Reports 1b <small>(for office use only)</small> | | |
| Requested Board Date: | May 26, 2020 | Originating Department: Highway |
| Subject Title (as it will appear on the Agenda): Box Culvert Installation Project - Contract | | Presenter: Brian Ketring |
| | | 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 enter into a Contract with Olson Construction TRF, Inc, in the amount of \$128,065.00. (Box Culvert Project – SAP 068-599-101) | | |
| 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 1c <small>(for office use only)</small> | | |
| Requested Board Date: | May 26, 2020 | Originating Department: Highway |
| Subject Title (as it will appear on the Agenda): CSAH 7 Flood Repair Project - Contract | Presenter: Brian Ketring | |
| | 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 enter into a Contract with Davidson Construction, Inc, in the amount of \$375,310.00, (Flood Repair and Stabilized Aggregate Base Project – C.P. 2004) | | |
| 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 - COVID-19 Facility Preparedness Plan

June 1, 2020

Roseau County is committed to providing a safe and healthy workplace for all our employees and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan (Plan) in response to the COVID-19 pandemic. County Department Heads, supervisors and employees are all responsible for implementing this Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, elected officials and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces. **The Roseau County Board fully supports enforcing the provisions of this Plan.**

Our employees are our most important assets. We are serious about their safety and health. Employee involvement is essential in developing and implementing a successful Plan. We have involved our employees in this process by distributing a draft Plan and asking each employee to review and provide input to their Supervisor, Department Head, and/or County HR Department. That input was important in the development of our Plan. The finalized Plan follows all Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, Federal OSHA standards related to COVID-19, and the Governor's Executive Orders, including:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping - cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to all County employees; and
- The management and supervision necessary to ensure effective implementation and ongoing evaluation/maintenance of the Plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

All County employees must self-screen, using the MDH Screening Checklist, prior to entering the facility. Visitors to the facility shall be encouraged to self-screen using the Checklist prior to facility entry. The Checklist shall be posted at all entrances to the facility.

All County employees have a copy of the Roseau County COVID-19 Temporary Employee Policy (Policy), (see **Appendix A**). The Policy requires any County employee exhibiting signs and symptoms of COVID-19 to self-isolate/quarantine. In addition, any employee who does not feel well must not come to the workplace.

Roseau County has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for employees with underlying medical

conditions, or who have household members with underlying health conditions, have also been implemented, (see **Appendix A**).

In addition, should an employee(s) be exposed to a person with COVID-19 at our facility, the provisions outlined in Section 3 of the Policy will be followed, (see **Appendix A**). Furthermore, as is standard, all HIPAA and ADA requirements will be met to protect the privacy of employee's health status and health information.

If COVID-19 testing becomes widely available, the County may require employees to see their doctor and provide testing results to confirm if they have contracted the virus or not. Each situation will be evaluated on a case-by-case basis.

Handwashing

Basic infection prevention measures are being implemented at our facility at all times. Signs are posted in all restrooms and breakrooms instructing our employees to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their workday, after interacting with a customer or co-worker, prior to any breaks, and after using the restroom. Signs will be posted at the facility entrance instructing all visitors that they will be required to either disinfect their hands with an approved hand sanitizer upon entering the facility and/or washing their hands in the public restrooms located in the lobby of the Courthouse. Hand sanitizer stations will be placed at each entrance to the facility.

Respiratory etiquette: Cover your cough or sneeze

Signs are posted throughout the facility advising employees and our customers to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. (Note: additional trash receptacles and sanitizer dispensers have been distributed throughout the facility).

Masks are recommended to be worn by employees when interacting with the public if the six (6) foot social distancing requirement cannot be met or if protective shields are not available. The County will supply disposable masks to any employee who requests them.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- > See **Appendix A** for a description of each "category" of employee and their specific work arrangements.
- > The six (6) foot social distancing requirement applies to all interaction with our customers and co-workers --- the appropriate signage is posted.
- > If the social distancing requirement cannot be met, County meetings must be held via a "virtual" meeting, (ie. electronic means).
- > Employees, visitors and customers are prohibited from gathering in groups, confined areas, and from

using each others personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices and/or other personal work tools and equipment.

> Protective shields shall be installed at all locations where employees and customers interact.

> Department Heads will regularly assess what personal protective equipment needs are, such as masks, gloves, disinfectant, etc, and will ensure that employees within their department have the necessary supplies in order to perform their work safely.

> Department Heads will regularly seek feedback and suggestions from their staff to ensure the proper measures are being taken as needs and circumstances change.

Housekeeping

Enhanced housekeeping practices are being implemented, including deep cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and other areas in the facility, including restrooms, break rooms, meeting rooms, and public spaces. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, delivery equipment, etc. The Building Maintenance Team have developed cleaning and work schedules to meet the demands of the required enhanced housekeeping requirements.

Should an employee be diagnosed with COVID-19, the areas of the facility frequented by that employee will be immediately disinfected and will remain off-limits to other employees as applicable.

Communications and training

This Preparedness Plan was communicated electronically to all County employees on _____, 2020, and the necessary training was provided by the applicable Department Head. Additional communication and training will be ongoing, via email correspondence from the County Coordinator's Office, and provided to all employees who did not receive the initial training. Instructions will be communicated to our customers about the procedures that must be following in order to conduct business in the Courthouse; such as, hand sanitation and social distancing requirements. Department Heads, supervisors, and employees are all responsible for evaluating the effectiveness of the Plan components. Those evaluations will be compiled by each Department and shared with the other Department Heads at our regular leadership meetings.

This Plan was approved by the Roseau County Board at their May 26, 2020, meeting. The Plan will be updated as deemed necessary.

Appendix A --- COVID-19 Temporary Employee Policy – Effective June 1, 2020.

APPENDIX A

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**COUNTY OF ROSEAU
TEMPORARY EMPLOYEE POLICY IN RESPONSE TO THE COVID-19 EPIDEMIC**

JUNE 1, 2020 REVISION

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Please review the following information carefully:

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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; revised June 1, 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 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).

Deleted: 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) 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).

3) Flexible Work Arrangements

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

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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 ~~may, do so,~~

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- 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) Voluntary Time Off (VTO) and Unpaid Time Off Option(s): All employees ~~may~~ 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 ~~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.

Deleted: 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. ¶

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- “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 July 7, 2020, unless amended by the Board.

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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 2 <small>(for office use only)</small> | | |
| Requested Board Date: | May 26, 2020 | Originating Department: Commissioners |
| Subject Title (as it will appear on the Agenda): Reine Township Road Discussion | | Presenter: Russell Walker |
| | | 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 repair of a Reine Township road. | | |
| 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 3 <small>(for office use only)</small> | | |
| Requested Board Date: | May 26, 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

MAY 12, 2020 - HIGHWAY COMMITTEE

MAY 12, 2020 - DOMESTIC VIOLENCE ADVISORY COMMITTEE

MAY 12, 2020 - EMERGENCY OPERATIONS COMMITTEE/COVID FINANCES

MAY 13, 2020 - NORTHWEST EMERGENCY COMMUNICATIONS BOARD; grant funding

MAY 13, 2020 - COMMUNITY MEETING

MAY 13, 2020 - NACO COMMUNITY, ECONOMIC & WORKFORCE DEVELOPMENT COMMITTEE; Pasco County (FLA) COVID response

MAY 13, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BLUE RIBBON GOVERNANCE PANEL; DHS waivers

MAY 14, 2020 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE

MAY 14, 2020 - J.D.A.I. 'TRUE NORTH' COLLABORATIVE

MAY 14, 2020 - TEAM 'EPIC'; office space

MAY 14, 2020 - EMERGENCY MANAGEMENT/COVID COMMUNICATIONS PLAN

MAY 15, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BOARD OF DIRECTORS; discussion of future in-person gatherings

MAY 15, 2020 - ASSOCIATION OF MINNESOTA COUNTIES FINANCE COMMITTEE; AMC HR program

MAY 15, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BLUE RIBBON GOVERNANCE PANEL; County re-opening plans

MAY 18, 2020 - EMERGENCY MANAGEMENT STAKEHOLDERS

MAY 18, 2020 - ROSEAU CITY COUNCIL

MAY 18, 2020 - ROSEAU SCHOOL BOARD

MAY 19, 2020 - SOCIAL SERVICES BOARD

MAY 19, 2020 - ROSEAU COUNTY BOARD SPECIAL MEETING

MAY 19, 2020 – ASSOCIATION OF MINNESOTA COUNTIES WEBINAR; 2020 Legislative session recap

MAY 20, 2020 - NORTHWEST MINNESOTA HOUSING & REDEVELOPMENT AUTHORITY

MAY 20, 2020 - ASSOCIATION OF MINNESOTA BLUE RIBBON GOVERNANCE PANEL; probation services

MAY 20, 2020 – COMMUNITY MEETING

MAY 22, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BLUE RIBBON GOVERNANCE PANEL