

SPECIAL BOARD MEETING AGENDA

(Note: The regularly scheduled Operations Committee/Board Work Session is canceled)

Notice is hereby given that the Board of Commissioners of Roseau County will meet in Special Session on **June 2, 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

8:40 County Board Items

1. Roundtable Discussion – Commissioners / Department Heads
2. COVID-19 Situation
 - > County Update
 - > Temporary Employee Policy – Correction
3. FEMA Projects & 2019 Fall Flood Project - Contracts

10:00 Adjourn

NOTE: Pursuant to MN Statute 13D.021, 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 #: County Board Item 1 <small>(for office use only)</small>		
Requested Board Date:	June 2, 2020	Originating Department: Commissioners
Subject Title (as it will appear on the Agenda): Roundtable Discussion	Presenter: Department Heads	
	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 type="checkbox"/> 30 minutes <input checked="" type="checkbox"/> >30 minutes	
Board Action Requested: Roundtable discussion – County Commissioners & Department Heads		
Background: This discussion would normally occur at the monthly Operations Committee meeting, which will not be held this month.		
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:	June 2, 2020	Originating Department: Commissioners
Subject Title (as it will appear on the Agenda): COVID-19 Situation Update	Presenter: Commissioners/Department Heads	
	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 type="checkbox"/> 30 minutes <input checked="" type="checkbox"/> >30 minutes	
Board Action Requested:		
<p>Discussion of the County's ongoing response to the COVID-19 pandemic.</p> <p>> County Update</p> <p>> Temporary Employee Policy – Correction (see attached – proposing to delete the highlighted language)</p>		
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 _____		

APPENDIX A

COUNTY OF ROSEAU TEMPORARY EMPLOYEE POLICY IN RESPONSE TO THE COVID-19 EPIDEMIC JUNE 2, 2020 REVISION

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; revised June 1, 2020; revised June 2, 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).

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:

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.

- 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.

- “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.

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:	June 2, 2020	Originating Department: Highway
Subject Title (as it will appear on the Agenda): FEMA Projects & 2019 Fall Flood Project - Contracts		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 of the attached five (5) FEMA Project(s) (DR 4442, PW 114114) Contracts, and one (1) 2019 Fall Flood Project Contract.		
Background: The Project Bids were opened on May 21, 2020.		
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 _____		

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 REMOVE AND INSTALL CULVERT
 DR 4442, FEMA PW 114114, C.P. 34
 COUNTY DITCH 21, LAT. 2

May 21, 2020

SPEC. NO.	DESCRIPTION	U/M	ESTIMATED QUANTITY	HOLTHUSEN	HALVERSON
2104.503	Remove 60" CS Pipe Culvert	Lin. Ft.	36	\$ 5.96 \$ 214.56	\$ 15.00 \$ 540.00
2104.607	Salvage Rip Rap	Cu. Yd.	60	\$ 2.50 \$ 150.00	\$ 10.00 \$ 600.00
2105.507	Common Borrow	Cu. Yd.	12	\$ 25.00 \$ 300.00	\$ 20.00 \$ 240.00
2211.507	Aggregate Base (L.V) CL 5 Mod.	Cu. Yd.	12	\$ 25.00 \$ 300.00	\$ 25.00 \$ 300.00
2501.503	Install 60" CS Pipe Culvert	Lin. Ft.	36	\$ 8.35 \$ 300.60	\$ 25.00 \$ 900.00
2511.507	Random Rip Rap (Class III)	Cu. Yd.	12	\$ 45.00 \$ 540.00	\$ 65.00 \$ 780.00
				\$ 1,805.16	\$ 3,360.00

SIMMONS CONTRACTING		R & Q TRUCKING	
\$ 25.00	\$ 900.00	\$ 20.00	\$ 720.00
\$ 5.00	\$ 300.00	\$ 15.00	\$ 900.00
\$ 20.00	\$ 240.00	\$ 25.00	\$ 300.00
\$ 24.00	\$ 288.00	\$ 35.00	\$ 420.00
\$ 35.00	\$ 1,260.00	\$ 20.00	\$ 720.00
\$ 85.00	\$ 1,020.00	\$ 100.00	\$ 1,200.00
	\$ 4,008.00		\$ 4,260.00

BLOOMING VALLEY	
\$ 42.00	\$ 1,512.00
\$ 15.00	\$ 900.00
\$ 35.00	\$ 420.00
\$ 20.00	\$ 240.00
\$ 44.00	\$ 1,584.00
\$ 90.00	\$ 1,080.00
	\$ 5,736.00

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 REMOVE AND INSTALL CULVERT
 DR 4442, FEMA PW 114114, C.P. 35
 COUNTY DITCH 21, LAT. 2

May 21, 2020

SPEC. NO.	DESCRIPTION	U/M	ESTIMATED QUANTITY	HOLTHUSEN	HALVERSON
2104.503	Remove 60" CS Pipe Culvert	Lin. Ft.	42	\$ 5.96 \$ 250.32	\$ 15.00 \$ 630.00
2104.607	Salvage Rip Rap	Cu. Yd.	60	\$ 2.50 \$ 150.00	\$ 10.00 \$ 600.00
2105.507	Common Borrow	Cu. Yd.	12	\$ 25.00 \$ 300.00	\$ 20.00 \$ 240.00
2211.507	Aggregate Base (LV) CL 5 Mod.	Cu. Yd.	12	\$ 25.00 \$ 300.00	\$ 25.00 \$ 300.00
2501.503	Install 60" CS Pipe Culvert	Lin. Ft.	42	\$ 8.34 \$ 350.28	\$ 25.00 \$ 1,050.00
2511.507	Random Rip Rap (Class III)	Cu. Yd.	12	\$ 45.00 \$ 540.00	\$ 65.00 \$ 780.00
				\$ 1,890.60	\$ 3,600.00

R & Q TRUCKING		SIMMONS CONTRACTING	
\$ 20.00	\$ 840.00	\$ 30.00	\$ 1,260.00
\$ 15.00	\$ 900.00	\$ 5.00	\$ 300.00
\$ 25.00	\$ 300.00	\$ 20.00	\$ 240.00
\$ 35.00	\$ 420.00	\$ 24.00	\$ 288.00
\$ 20.00	\$ 840.00	\$ 35.00	\$ 1,470.00
\$ 100.00	\$ 1,200.00	\$ 85.00	\$ 1,020.00
	\$ 4,500.00		\$ 4,578.00

BLOOMING VALLEY	
\$ 42.00	\$ 1,764.00
\$ 15.00	\$ 900.00
\$ 35.00	\$ 420.00
\$ 20.00	\$ 240.00
\$ 44.00	\$ 1,848.00
\$ 90.00	\$ 1,080.00
	\$ 6,252.00

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 SLOPE FAILURE REPAIR AND TURF ESTABLISHMENT
 DR 4442, FEMA PW 114114, C.P. 37
 COUNTY DITCH 21, LAT. 2

May 21, 2020

SPEC. NO.	DESCRIPTION	U/M	ESTIMATED QUANTITY	SIMMONS CONTRACTING	HALVERSON		
Spec. Prov. 2575.501	Slope Failure Repair	Lin. Ft.	60	\$ 90.00	\$ 5,400.00	\$ 115.00	\$ 6,900.00
		Turf Establishment	Lump Sum	1	\$ 510.00	\$ 510.00	\$ 300.00
				\$ 5,910.00		\$ 7,200.00	

HOLTHUSEN		R & Q TRUCKING	
\$ 148.35	\$ 8,901.00	\$ 159.00	\$ 9,540.00
\$ 500.00	\$ 500.00	\$ 750.00	\$ 750.00
	\$ 9,401.00		\$ 10,290.00

BLOOMING VALLEY	
\$ 247.00	\$ 14,820.00
\$ 1,600.00	\$ 1,600.00
	\$ 16,420.00

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 REMOVE AND INSTALL CULVERT
 DR 4442, FEMA PW 114114, C.P. 52
 STATE DITCH 91, LAT. 4

May 21, 2020

SPEC. NO.	DESCRIPTION	U/M	ESTIMATED QUANTITY	HALVERSON	R & Q TRUCKING
2104.503	Remove 24" CS Pipe Culvert	Lin. Ft.	32	\$ 10.00 \$ 320.00	\$ 15.00 \$ 480.00
2105.507	Common Borrow	Cu. Yd.	12	\$ 25.00 \$ 300.00	\$ 25.00 \$ 300.00
2211.507	Aggregate Base (L.V) CL 5 Mod.	Cu. Yd.	12	\$ 30.00 \$ 360.00	\$ 35.00 \$ 420.00
2501.503	Install 24" CS Pipe Culvert	Lin. Ft.	34	\$ 15.00 \$ 510.00	\$ 15.00 \$ 510.00
2511.507	Random Rip Rap (Class III)	Cu. Yd.	10	\$ 75.00 \$ 750.00	\$ 100.00 \$ 1,000.00
				\$ 2,240.00	\$ 2,710.00

BLOOMING VALLEY		SIMMONS CONTRACTING	
\$ 22.00	\$ 704.00	\$ 20.00	\$ 640.00
\$ 24.00	\$ 288.00	\$ 20.00	\$ 240.00
\$ 14.00	\$ 168.00	\$ 24.00	\$ 288.00
\$ 22.00	\$ 748.00	\$ 25.00	\$ 850.00
\$ 90.00	\$ 900.00	\$ 85.00	\$ 850.00
	\$ 2,808.00		\$ 2,868.00

ROSEAU COUNTY

DETAILED ABSTRACT OF QUOTES
 REMOVE AND INSTALL CULVERT
 DR 4442, FEMA PW 114114, C.P. 54
 CLEAR RIVER UNORG. TWP.

May 21, 2020

SPEC. NO.	DESCRIPTION	U/M	ESTIMATED QUANTITY	HOLTUSEN	HALVERSON
2104.503	Remove 36" CS Pipe Culvert	Lin. Ft.	40	\$ 6.50 \$ 260.00	\$ 12.00 \$ 480.00
2105.507	Common Borrow	Cu. Yd.	12	\$ 25.00 \$ 300.00	\$ 25.00 \$ 300.00
2211.507	Aggregate Base (L.V) CL 5 Mod.	Cu. Yd.	24	\$ 25.00 \$ 600.00	\$ 30.00 \$ 720.00
2501.503	Install 36" CS Pipe Culvert	Lin. Ft.	40	\$ 7.50 \$ 300.00	\$ 18.00 \$ 720.00
2511.507	Random Rip Rap (Class III)	Cu. Yd.	12	\$ 45.00 \$ 540.00	\$ 55.00 \$ 660.00
				\$ 2,000.00	\$ 2,880.00

R & Q TRUCKING		SIMMONS CONTRACTING	
\$ 15.00	\$ 600.00	\$ 30.00	\$ 1,200.00
\$ 20.00	\$ 240.00	\$ 25.00	\$ 300.00
\$ 30.00	\$ 720.00	\$ 24.00	\$ 576.00
\$ 15.00	\$ 600.00	\$ 35.00	\$ 1,400.00
\$ 85.00	\$ 1,020.00	\$ 80.00	\$ 960.00
	\$ 3,180.00		\$ 4,436.00

ROSEAU COUNTY
 DETAILED ABSTRACT OF QUOTES
 REMOVE AND INSTALL CULVERT
 C.P. 107
 WESTLING ROAD CENTERLINE CULVERT

May 21, 2020

SPEC. NO.	DESCRIPTION	U/M	ESTIMATED QUANTITY	HALVERSON	BLOOMING VALLEY
2104.503	Remove 72" CS Pipe Culvert	Lin. Ft.	54	\$ 15.00 \$ 810.00	\$ 31.00 \$ 1,674.00
2105.507	Common Borrow	Cu. Yd.	12	\$ 15.00 \$ 180.00	\$ 24.00 \$ 288.00
2211.507	Aggregate Base (LV) CL 5 Mod.	Cu. Yd.	12	\$ 20.00 \$ 240.00	\$ 22.00 \$ 264.00
2501.503	Install 72" CS Pipe Culvert	Lin. Ft.	54	\$ 25.00 \$ 1,350.00	\$ 31.00 \$ 1,674.00
2511.507	Random Rip Rap (Class III)	Cu. Yd.	12	\$ 65.00 \$ 780.00	\$ 90.00 \$ 1,080.00
				\$ 3,360.00	\$ 4,980.00

SIMMONS CONTRACTING		R & Q TRUCKING	
\$ 40.00	\$ 2,160.00	\$ 50.00	\$ 2,700.00
\$ 24.00	\$ 288.00	\$ 20.00	\$ 240.00
\$ 24.00	\$ 288.00	\$ 30.00	\$ 360.00
\$ 45.00	\$ 2,430.00	\$ 50.00	\$ 2,700.00
\$ 85.00	\$ 1,020.00	\$ 85.00	\$ 1,020.00
	\$ 6,186.00		\$ 7,020.00