
REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **June 9, 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. May 26, 2020 Regular Board Meeting Proceedings
2. June 2, 2020 Special Board Meeting Proceedings
3. Payroll Change Form – Veteran Services Officer
4. Social Worker Hire

8:50 Department Reports

8:55 Committee Reports

9:00 County Board Items

1. Memorandum of Understanding (MOU) – Team EPIC, NW Community Action, Roseau County
2. COVID-19 Pandemic - Update
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.

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

May 26, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, May 26, 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, Kristy Kjos, Liz Lund, Chris Stauffer, Cindy Tangen, Rick Landsrud, Lynelle Monsrud, Brock Monsrud, and Sandi Weiland.

APPROVAL OF AGENDA

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

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski requested Board direction regarding the upcoming June 2, 2020, Operations Committee/Board Work Session. Board consensus was to hold a Special Board Meeting, but to include a Roundtable Discussion with the Department Heads as a part of the meeting Agenda.

APPROVE BILLS

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

Warrants Approved For Payment 5/14/2020 (Warrant #143231-143240)

<u>Vendor Name</u>	<u>Amount</u>
BEITO/MARK	2,150.00
CENTURYLINK	3,114.81
NELSON/JODY	3,800.00
7 Payments less than 2,000.00	3,388.34
Final Total:	12,453.15

Warrants Approved For Payment 5/21/2020 (Warrant #143241-143253)

<u>Vendor Name</u>	<u>Amount</u>
COLE/BYRON	2,250.00
12 Payments less than 2,000.00	9,190.34
Final Total:	11,440.34

Warrants Approved On 5/26/2020 For Payment 5/29/2020 (Warrant #143254-143317)

<u>Vendor Name</u>	<u>Amount</u>
ATLASSIAN PTY LTD	2,410.00
DELL MARKETING LP	3,948.59
ELECTION SYSTEMS & SOFTWARE INC	2,065.00
FARMERS UNION OIL CO-WARROAD	2,947.68
GARTNER REFRIGERATION CO	4,513.00
JOHNSON OIL CO INC	3,534.30

MAR-KIT LANDFILL	41,113.00
MCCOY CONSTRUCTION & FORESTRY	244,563.00
MSOP-MN SEX OFFENDER PROGRAM-D	9,589.20
NORTHERN RESOURCES COOPERATIVE	6,168.88
ROSEAU CO COOP ASSN	5,097.95
ROSEAU CO HWY DEPT	11,564.30
ROSEAU DIESEL SERVICE INC	2,008.03
SAFETY COMPLIANCE SERVICES LLC	2,150.00
50 Payments less than 2,000.00	22,650.94
Final Total:	384,323.87

DANGEROUS DOG DESIGNATION HEARING

Roseau County Attorney Kjos provided background on the case. In summary, an incident occurred on February 2020 at the Rick Landsrud's home between his dog and a visiting juvenile. As a result of the incident, the dog has been designated a "dangerous dog" by Order of the County Animal Control Officer (Order). Per the Roseau County Regulated Animal Ordinance, the dangerous dog designation specifies conditions that may be placed upon the dog's owner in order to retain possession of the dog; in addition, the owner can appeal the Order to the County Board of Commissioners. Mr. Landsrud has chosen that option. The question in front of the Board: Should the Order be upheld or denied? Following review of written testimony and oral comments relevant to this case, Commissioner Walker made a motion to uphold the Order, seconded by Commissioner Swanson, and passed by a 3 - 2 vote, (roll call vote), with Commissioners Walker, Swanson, and Falk voting yes, and Commissioners Horner and Wicklund voting no. The following Order with findings and decisions was adopted.

DANGEROUS DOG DESIGNATION ORDER

WHEREAS, The Animal Control Officer issued an Order designating a dog owned by Rick Lansrud, specifically, Miller, a Mastiff d.o.b. 10/12/2014, a dangerous dog.

WHEREAS, the dog owner appeals to the Board for a review of the designation of dangerous dog.

WHEREAS, the dog owner was served notice of a hearing on the matter, which was held in front of the Board of Commissioners on May 26, 2020 at 8:30 a.m.

WHEREAS, the Board finds that the animal bit a 17-year-old juvenile male and caused substantial bodily injury.

WHEREAS, the Board finds no evidence that the attack was provoked by the juvenile male.

NOW THEREFORE, BE IT ORDERED by the Board of Commissioners of Roseau County as follows:

1. The dangerous dog designation made by the Animal Control Officer shall stand.
2. The dog owner shall have 14 days to prove compliance with Minnesota Statute 347.51, or have the dog destroyed at their own expense.
3. If the County incurs any expense associated with this matter, they may be added to the owner's property taxes and collected as a special assessment as per

Roseau County Ordinance #37, II, 15, after notice and an opportunity to be heard by the dog owner on those expenses.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously, (roll call vote). The Board, by adoption of its Consent Agenda, approved the May 12, 2020, Regular Board Proceedings; and, approved the May 19, 2020, Special Meeting Board Proceedings.

DEPARTMENT REPORTS

Highway

2019 Fall Flood-Related Projects - Contracts

Engineer Ketring requested Board approval of 11 individual Contracts. The bids were opened on May 14, 2020.

- Slope Failure Repair and Turf Establishment for County Ditch 10, Packet 1. The lowest bid was from R & Q Trucking. Commissioner Swanson made a motion to approve the contract with R & Q Trucking, seconded by Commissioner Walker, carried unanimously, (roll call vote).
- Slope Failure Repair and Turf Establishment for County Ditch 9, Packet 2. The lowest bid was from R & Q Trucking. Commissioner Horner made a motion to approve the contract with R & Q Trucking, seconded by Commissioner Swanson, carried unanimously, (roll call vote).
- Slope Failure Repair and Turf Establishment for County Ditch 20, Packet 3. The lowest bid was from R & Q Trucking. Commissioner Walker made a motion to approve the contract with R & Q Trucking, seconded by Commissioner Wicklund, carried unanimously, (roll call vote).
- Slope Failure Repair and Turf Establishment for County Ditch 21, Packet 4. The lowest bid was from Simmons Contracting. Commissioner Walker made a motion to approve the contract with Simmons Contracting, seconded by Commissioner Swanson, carried unanimously, (roll call vote).
- Slope Failure Repair and Turf Establishment for County Ditch 23, Packet 5. The lowest bid was from Simmons Contracting. Commissioner Walker made a motion to approve the contract with Simmons Contracting, seconded by Wicklund, carried unanimously, (roll call vote).
- Slope Failure Repair and Turf Establishment for Judicial Ditch 61, Packet 6. The lowest bid was from R & Q Trucking. Commissioner Horner made a motion to approve the contract with R & Q Trucking, seconded by Commissioner Swanson, carried unanimously, (roll call vote).
- Slope Failure Repair and Turf Establishment for County Ditch 26 and Judicial Ditch 62, Packet 7. The lowest bid was from Halverson Sand & Gravel. Commissioner Walker made a motion to approve the contract with Halverson Sand & Gravel, seconded by Commissioner Horner, carried unanimously, (roll call vote).
- Slope Failure Repair and Turf Establishment for County Ditch 5 and State Ditch 91, Lat. 2 and 4, Packet 8. The lowest bid was from Simmons Contracting. Commissioner Swanson made a motion to approve the contract with Simmons Contracting, seconded by Commissioner Horner, carried unanimously, (roll call vote).
- Slope Failure Repair and Turf Establishment for State Ditch 91, Lat. 5, Packet 9. The lowest bid was from Beito Repair. Commissioner Wicklund made a motion to approve the contract with Beito Repair, seconded by Commissioner Walker, carried unanimously, (roll call vote).

- Slope Failure Repair and Turf Establishment for CSAH 3 and State Ditch 91, Lat. 12 and 13, Packet 10. The lowest bid was from Simmons Contracting. Commissioner Wicklund made a motion to approve the contract with Simmons Contracting, seconded by Commissioner Walker, carried unanimously, (roll call vote).
- Slope Failure Repair and Turf Establishment for State Ditch 91, Lat. 5, Packet 11. The lowest bid was from Simmons Contracting. Commissioner Wicklund made a motion to approve the contract with Simmons Contracting, seconded by Commissioner Walker, carried unanimously, (roll call vote).

Box Culvert Installation Project - Contract

Engineer Ketring requested Board approval to enter into a Contract with Olson Construction, TRF, Inc., in the amount of \$128,065.00, for Box Culvert Project – SAP 068-599-101, which consists of the installation of a box culvert/bridge for Barnett Township. The bids were opened on May 18, 2020. This is a bridge for Barnett Township. Following discussion, Commissioner Wicklund made a motion to approve the contract with Olson Construction, seconded by Commissioner Walker, and carried unanimously, (roll call vote).

CSAH 7 Flood Repair Project – Contract

Engineer Ketring request Board approval to enter into a Contract with Davidson Construction, Inc., in the amount of \$375,310.00, for Flood Repair and Stabilized Aggregate Base Project – C.P. 2004, which is a flood repair project on CSAH 7. Following discussion, the Board consensus was to put this project on hold so additional research can be conducted.

COUNTY BOARD ITEMS

COVID-19 Situation Update

Emergency Manager Grafstrom provided an update for the Board; including, Governor Walz lifting some restrictions beginning June 1, 2020; hand sanitizer and masks have arrived from the State and are available for immediate use and/or distribution; the Mitigation Plan continues to be developed; there have not been any additional COVID-19 cases in Roseau County; the number of cases in Pennington County have gone up; and, the National Guard conducted testing in locations around the State over the past weekend.

COVID-19 Preparedness Plan

Coordinator Pelowski presented a draft Plan to the Board for their consideration. The Plan has been developed and fine-tuned by the Department Heads, and is basically the framework to be followed should the Board decide to re-open County facilities to the public. The effective date of the Plan as presented would be June 1, 2020. The Board reviewed the Plan, and following discussion, Commissioner Walker made a motion to approve the Preparedness Plan, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote).

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 23 of the Temporary Employee 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 other’s 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 the week of May 26, 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.

Employee Temporary Policy Revision

Coordinator Pelowski presented a draft revised Policy. A revision to the existing Policy is needed because the "Stay-at-Home" Order, originally issued by Governor Walz, has been lifted with some restrictions, and the Plan to re-open County facilities on June 1, 2020, has made some sections of the Policy obsolete. Following discussion, a motion to approve the revised Policy, effective June 1, 2020, was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously, (roll call vote).

APPENDIX A

COUNTY OF ROSEAU TEMPORARY EMPLOYEE POLICY IN RESPONSE TO THE COVID-19 EPIDEMIC JUNE 1, 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; 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 VTO and unpaid 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).

Reine Township Road Discussion

Commissioner Walker requested the Board approve using \$2,500.00 in ConCon funds to repair a Township road located in Reine Township. The road is in need of repair as it had significantly more traffic last year during the CSAH 9 reconstruction project. Following discussion, a motion was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously, (roll call vote), to approve the use of \$2,500.00 in ConCon funds to repair a Township Road located in Reine Township.

Commissioner Committee Reports (May 12 - 26, 2020)

Commissioner Falk reported on the following committee(s): Highway Committee Meeting; Social Services Board Meeting; Special County Board Meeting; Tax Court Committee Meeting.

Commissioner Horner reported on the following committee(s): Highway Committee Meeting; Social Services Board Meeting; Special County Board Meeting; Warroad City Council Meeting; Lake Township Board Meeting.

Commissioner Swanson reported on the following committee(s): Highway Committee Meeting; Domestic Violence Advisory Committee Meeting; Emergency Operations Committee Meeting; Northwest Emergency Communications Board; Community Meeting(s); NACO Community, Economic & Workforce Development Committee Meeting; Association of Minnesota (AMC) Blue Ribbon Governance Panel Meeting(s); Statewide Emergency Communications Board Finance Committee Meeting; JDAI "True North" Collaborative Meeting; Team EPIC Meeting; Emergency Management/COVID Communications Plan Meeting; AMC Board of Directors Meeting; AMC Finance Committee Meeting; Emergency Management Stakeholders Meeting; Roseau City Council Meeting; Roseau School Board Meeting; Social Services Board Meeting; Special County Board Meeting; AMC Webinar; Northwest Minnesota Housing & Redevelopment Authority Meeting.

Commissioner Walker reported on the following committee(s): Highway Committee Meeting; Social Services Board Meeting; Special County Board Meeting; Tax Court Committee Meeting.

Commissioner Wicklund reported on the following committee(s): Highway Committee Meeting; Social Services Board Meeting; Special County Board Meeting.

Upon motion carried, the Board adjourned the Regular meeting at 10:20 a.m. The next Special meeting of the Board is scheduled for Tuesday, June 2, 2020, at 8:30 a.m., and the next Regular meeting of the Board is scheduled for Tuesday, June 9, 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

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

June 2, 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, June 2, 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, and Mike Trinka.

APPROVAL OF AGENDA

Engineer Ketring requested the addition of two additional 2019 Fall Flood Project Contracts and a revised Agreement for Highway Engineer Services between Roseau County and Kittson County, to County Board Items. Commissioner Wicklund requested the addition of a discussion on County Road 7 to County Board Items. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote).

COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson commented that there are now three confirmed positive COVID-19 cases in Roseau County but two of the new cases have been residing in North Dakota. Commissioner Falk stated that MN Power began energizing their new power line on June 1, 2020.

COUNTY BOARD ITEMS

Roundtable Discussion – Department Heads

Assessor – MN Power provided revised estimated taxable market values for their new power line. The updated estimate is an increase of approximately \$1.8M for taxes payable 2021, which would result in an approximate 13.5% increase to the overall County net capacity; while there would be an additional estimated increase of \$0.75M for taxes payable 2022, which would result in an additional 0.5% increase to the overall net tax capacity. The two-year impact to the County net tax capacity would be an increase of approximately 14.0% in comparison to the 2020 County net tax capacity. Also, it was noted that the annual County Board of Equalization is scheduled for June 16, 2020, at 6:00 p.m.

Auditor – Absentee Voting will start June 26, 2020, for the primary election. Auditor Monsrud requested input from the Board regarding potential locations for placement of the voting booths in the Courthouse. The Board consensus was to place the voting booths in the Courthouse hallway with proper spacing.

Building Maintenance – The Courthouse Complex parking lots were striped yesterday. The County facilities opened to the public yesterday. The required signage, including the Facility Preparedness Plan, have been posted.

Coordinator – Coordinator Pelowski provided a handout with options available when conducting future Board meetings. Following discussion, a motion to continue holding the meetings electronically, via WebEX, was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously, (roll call vote). It was noted that the Roseau River Watershed District will be holding a Public Meeting on June 3, 2020, at 9:00 a.m., regarding the County Ditch 16 system.

Court Administration – In-person Court hearings started yesterday and they had some public traffic. They are cleaning between hearings and after clients come through their office.

Emergency Management – Due to the civil unrest in the Twin Cities, the State Emergency Operations Center have shifted their focus from COVID-19 to the ongoing street rioting. The Enbridge Line 3 construction project may be starting soon so the Regional Emergency Management Team is gearing up to deal with possible protesters.

Highway – A bridge construction project that started last year has been completed; Knife River is currently working on a three-week project on County Road 8; and, there are two bridge projects that will be starting after July 4, 2020.

Social Services – The Social Services Board Meeting originally scheduled for June 16, 2020, at 8:30 a.m., will be rescheduled for June 16, 2020, at 4:00 p.m., in the Courthouse Board Room. Also, interviews for the open Social Worker position will begin today with four candidates being interviewed.

Treasurer – First half tax collection came in very well, despite the two month late payment penalty waiver; that is, about 54% of the tax levied for 2020 has been received to-date, which is about the same as last year.

COVID-19 Pandemic – Situation Update

Emergency Management Director Grafstrom provided an update; including, the most significant change in the past 10 days has been the State lifting the “Stay-at-Home” order; there are two new positive cases in Roseau County, but neither of those cases currently reside in the County; and, there are 17 new positive cases in Pennington County. It appears that they are all in the 20–30 year old age group and had been non-compliant with the social distancing requirements.

Coordinator Pelowski mentioned that the CARES Act funding, of which a large portion is supposed to be distributed to local units of government, is just sitting in St. Paul as the Governor and Legislative leaders have not been able to agree upon the amount and/or the distribution formula to be utilized. Also, Governor Walz has indicated that he may consider a “Regional Approach” when he decides to implement the next phase(s) of his plan to re-open MN. Board consensus was to work with AMC, LMC, and the CGMC to present a united effort in support of this approach.

Temporary Employee Policy - Correction:

Coordinator Pelowski presented the recently adopted Temporary Employee Policy, which contains two errors that need to be addressed. Following discussion, a motion to approve the following corrected Temporary Employee Policy was made by Commissioner Wicklund, seconded by Commissioner Horner, and carried unanimously, (roll call vote).

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. 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 VTO and unpaid 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 Highway FEMA Projects & 2019 Fall Flood Project - Contracts

On May 21, 2020, bids were opened with quotes for five FEMA Projects (DR 4442, PW 114114) and one 2019 Fall Flood Project. Engineer Ketring requested Board approval of six individual contracts for these projects, as follows:

1. A motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote), to approve the contract with Holthusen Construction for removing and installing a culvert in County Ditch 21, LAT. 2.
2. A motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote), to approve the contract with Holthusen Construction for removing and installing a culvert in County Ditch 21, LAT. 2.

3. A motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously, (roll call vote), to approve the contract with Simmons Contracting for slope failure repair and turf establishment on County Ditch 21, LAT. 2.
4. A motion was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously, (roll call vote), to approve the contract with Halverson Sand & Gravel for removing and installing a culvert on State Ditch 91, LAT. 4.
5. A motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote), to approve the contract with Holthusen Construction for removing and installing a culvert in Clear River Unorganized Township.
6. A motion was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously, (roll call vote), to approve the contract with Halverson Sand & Gravel for removing and installing a culvert in the Westling Road Centerline.

On May 28, 2020, bids were opened with quotes for two additional 2019 Fall Flood Projects. Engineer Ketring requested Board approval of two individual contracts for these projects, as follows:

1. A motion was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously, (roll call vote), to approve the contract with Halverson Sand & Gravel for removing and installing a culvert in County Ditch 23.
2. A motion was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously, (roll call vote), to approve the contract with R & Q Trucking for slope failure repair on State Ditch 91, LAT. 12.

Agreement for Highway Engineer Services between Roseau County and Kittson County

Engineer Ketring presented a revised Agreement to the Board for their consideration. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Walker, and approved unanimously, (roll call vote), to approved the revised Agreement for Highway Engineer Services between Roseau County and Kittson County, contingent upon approval by the Kittson County Board of Commissioners.

County Road 7 Discussion

Engineer Ketring explained the components of the cost estimate of repairing the damage to County Road 7 due to 2019 Fall flooding. Commissioner Wicklund stated that he spoke to the residents that use the road and that they are fine with just applying gravel to the road for now. Engineer Ketring said that the County will do the temporary repair, but the Board should formally reject the bids previously received to repair the road. Following discussion, a motion to reject the bids was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote).

Unfinished Business

Commissioner Swanson stated that the AMC District 3 meeting is scheduled for June 11, 2020, 9:00 a.m., via WebEx. The Courthouse Board Room will be scheduled for the meeting, and a Public Notice will be issued.

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, June 9, 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 #: Consent 3 <small>(for office use only)</small>		
Requested Board Date:	June 9, 2020	Originating Department: Veterans Service
Subject Title (as it will appear on the Agenda): Payroll Change Form – Veterans Service Officer	Presenter: Martin Howes	
	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 Payroll Change Form, (ie. step increase from 7F to 7G, effective June 24, 2020).		
Background: The Board is required to approve Payroll Change Forms for Department Heads.		
Supporting Documentation: <input checked="" type="checkbox"/> Attached <input 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 _____		

Payroll Change Form

Name: Martin Howes

Effective Date: 06/24/20

Title: Veterans Service Officer

Board Approval Date: 06/09/20

Department: 121

Employee Type: Full-Time Part-Time Temporary Seasonal

Reason for Change

New Employee _____ (hire date) _____ grade/step _____ hourly rate

Rehire _____ grade/step _____ hourly rate

Step Anniversary 7G (new grade/step) \$29.82 (new hourly rate)

Vacation Anniversary

Changing to: 1 - 3 yrs, 3 - 15 yrs, 15 - 20 yrs 20 + yrs

Address Change _____

Title Change _____ (new title)

Resignation / Termination

Retirement

Layoff

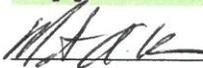
Other _____

Payout of Accrual Balances

	<u>Balance</u>		<u>Hourly Rate</u>		<u>Total</u>	
Vacation: V1	_____	X	_____	=	\$0.00	
Sick Leave: S2	_____	X	_____	=	\$0.00	<i>Eligible for half of sick leave balance</i>
Comp Time: CP	_____	X	_____	=	\$0.00	
Holiday: HP	_____	X	_____	=	\$0.00	
Total Payout					\$0.00	

Comments

Approved by

 _____
Department Supervisor Signature

_____ 06/09/20
Date

Copy to Auditor's Office

Copy to Coordinator's Office



Roseau County Request for Board Action

Agenda Item #: Consent 4 <small>(for office use only)</small>		
Requested Board Date:	June 9, 2020	Originating Department: Social Services
Subject Title (as it will appear on the Agenda): Social Worker Hire		Presenter: Karla Langaas
		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 approval to hire Heidi Olson, as Social Worker, effective June 15, 2020. This position is a Grade 8, Step C.		
Background: This hire is to replace a vacant position.		
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

Agenda Item #: County Board Item 1 <small>(for office use only)</small>		
Requested Board Date:	June 9, 2020	Originating Department: Coordinator
Subject Title (as it will appear on the Agenda): Memorandum of Understanding (MOU) – Team EPIC, NW Community Action, Roseau County		Presenter: Jeff Pelowski/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: Requesting Board approval of the attached MOU.		
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 _____		

Memorandum Of Understanding between Team EPIC, Northwest Community Action, and Roseau County

This agreement between **Team EPIC, Northwest Community Action, and Roseau County** shall be active during the awarded Drug Free Communities Grant of December 30, 2020 until September 30, 2025.

RESPONSIBILITIES OF TEAM EPIC COALITION AND STAFF:

- a. Select and direct staff and volunteers, set goals and objectives for coalition work, and discuss and approve contracts with the cooperation of Northwest Community Action.
- b. Approve and follow the budget in compliance with DFC requirements.
- c. Provide copies of all required documentation to Northwest Community Action as requested.
- d. Develop and submit all required reports for approval to the granting agency (ONDCP/CDC).
- e. Implement the Strategic and Action Plans by following the Strategic Prevention Framework.
- f. Set policy for and oversee its own strategies including goals and objectives in alignment with the DFC Support Program's Terms and Conditions.
- g. Work with the Contracted Evaluator and Media Consultant to complete necessary work in line with the work plan of the coalition.
- h. Set policies and guidelines and have in place a risk assessment and plan in compliance with grant requirements of ONDCP and the CDC for travel and other activities conducted and attended by staff and volunteers of Team EPIC and community members and youth.

RESPONSIBILITIES OF NORTHWEST COMMUNITY ACTION:

- a. Serve as Fiscal Agent to Team EPIC Coalition for the Drug Free Communities Grant funding
- b. Provide Administrative time in the form of the Business Official who will be charged with financial oversight responsibilities for the DFC grant award.
- c. Provide accounting services to prepare and distribute payroll, pay invoices, prepare and submit the appropriate forms of employment, wages and payroll taxes on behalf of Team EPIC Provide financial services on behalf of Team EPIC, maintaining an income and expense number dedicated solely to DFC funds.
- d. Provide liability insurance and risk management to Team EPIC to cover travel, coalition activities and interaction with volunteers and participants.
- e. Hire and supervise employees for Team EPIC.
- f. Compile financial reports on a mutually agreed upon schedule and provide to Team EPIC.
- g. Discuss and/or bid and approve contracts related to grant activity.
- h. Maintain all records pertaining to costs and expenses to reflect costs of labor, materials, equipment, supplies, services, and other costs and expenses when reimbursement is claimed or payment is made.

ROSEAU COUNTY AGREES TO:

- a. Provide additional funding to support the position of Program Director for the duration of the DFC funding cycle.
- b. Allow Team EPIC staff to participate in their cellular phone plan
- c. Provide Team EPIC with storage space for necessary documents, supplies, and equipment at the end of the grant cycle.



Roseau County Request for Board Action

Agenda Item #: County Board Item 2 <small>(for office use only)</small>		
Requested Board Date:	June 9, 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.		
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:	June 9, 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 26, 2020 - NORTHWEST EMERGENCY COMMUNICATIONS BOARD GRANTS WORKGROUP; Itasca County has used radios they are willing to give the NW Region for Fire and EMS

MAY 26, 2020 - ROSEAU CITY COUNCIL; COVID response

MAY 27, 2020 - ROSEAU COMMUNITY MEETING

MAY 27, 2020 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY; deferred loan payments through September

MAY 27, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BLUE RIBBON GOVERNANCE PANEL

MAY 29, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BLUE RIBBON GOVERNANCE PANEL

JUNE 1, 2020 - EMERGENCY MANAGEMENT PANDEMIC RESPONSE

JUNE 1, 2020 - NORTHWEST EMERGENCY COMMUNICATIONS BOARD GRANTS WORKGROUP; prioritized grant requests

JUNE 1, 2020 - ROSEAU CITY COUNCIL; will work with AMC, LMC & CGMC to advocate with Gov Walz for regional targeted approach to re-opening

JUNE 2, 2020 - ROSEAU COUNTY SPECIAL BOARD MEETING

JUNE 2, 2020 - OPERATIONS COMMITTEE

JUNE 3, 2020 - COMMUNITY JUSTICE COORDINATING COMMITTEE; DOC Probation virtual meetings attracting international interest

JUNE 3, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BLUE RIBBON GOVERNANCE PANEL

JUNE 5, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BLUE RIBBON GOVERNANCE PANEL

JUNE 5, 2020 - ASSOCIATION OF MINNESOTA COUNTIES FINANCE COMMITTEE; 2021 budget discussion

JUNE 5, 2020 – JUDICIAL BRANCH/AMC JURY TRIAL WORKGROUP

JUNE 8, 2020 - ROSEAU COUNTY/ LIFECARE PUBLIC HEALTH COMMITTEE

JUNE 8, 2020 - EMERGENCY MANAGEMENT PANDEMIC RESPONSE

JUNE 8, 2020 - ASSOCIATION OF MINNESOTA COUNTIES PUBLIC SAFETY POLICY COMMITTEE