

## REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **July 14, 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. June 23, 2020 Regular Board Meeting Proceedings
2. July 7, 2020 Special Board Meeting Proceedings
3. Sheriff's Department – Approval of Donation

**8:50 Committee Reports**

**8:55 Department Reports**

**9:00 County Board Items**

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

**10:00 Unfinished Business**

**10:00 Adjourn**

**NOTE:** Pursuant to MN Statute 13D.021; and, in order to accommodate the COVID-19 social distancing requirement, in-person attendance at this meeting for the general public and County Staff will be allowed by appointment only. Contact the County Coordinator's Office, (218-463-4248), or by email ([joleen.kezar@co.roseau.mn.us](mailto:joleen.kezar@co.roseau.mn.us)), to schedule an in-person appointment with the Board.



# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

June 23, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, June 23, 2020.

## CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Board Chair Roger Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, John Horner, Jack Swanson, Russell Walker, and Daryl Wicklund. Staff present were Joleen Kezar, Jeff Pelowski, Martie Monsrud, Amy Carlson, Brian Ketring, and Rich Gross. Others attending through WebEx were Russ Anderson, Sue Grafstrom, Diane Gregerson, Martin Howes, Kristy Kjos, Karla Langaas, Chris Stauffer, Cindy Tangen, Mike Trinkka, and Sandi Weiland.

## APPROVAL OF AGENDA

Commissioner Swanson requested the addition of a discussion on the NACO Virtual Annual Conference to County Board Items. Coordinator Pelowski requested the addition of a discussion regarding the Highway Engineer position to County Board Items. Commissioner Wicklund requested the addition of a discussion on flood damages in the western portion of the County added to County Board Items. A motion to approve the amended Agenda was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously, (roll call vote).

## COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski noted that the Northwest Regional Library system will be re-opening by Monday, June 29<sup>th</sup>. Coordinator Pelowski requested Board direction regarding the upcoming July 7, 2020, Operations Committee/County 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

Coordinator Pelowski requested Board approval to reimburse Pennington County \$1,388.65 (Roseau County's portion) of the \$4,166.00 cost of the Leadership Training that was scheduled for March 2020 but was cancelled due to the COVID-19 pandemic. The training will be rescheduled for this fall. The Board consensus was to approve the payment of \$1,388.65 to Pennington County and add it to today's warrants for consideration. A motion was made by Commissioner Horner, seconded by Commissioner Swanson, and carried unanimously, (roll call vote) to approve the payment of the following warrants:

### Warrants Approved For Payment 6/11/2020 (Warrant #143407-143463)

<u>Vendor Name</u>	<u>Amount</u>
BADGER CITY	80,187.40
GREENBUSH CITY	211,519.14
NW MN MULTI COUNTY HRA	34,866.41
NW REGIONAL DEV COMM	14,901.49
ROOSEVELT CITY	7,296.36
ROSEAU CITY	712,644.44
ROSEAU RIVER WATERSHED DIST	323,246.84
SCHOOL DIST 2358	17,836.79
SCHOOL DIST 2683	123,146.03
SCHOOL DIST 447	13,788.14

SCHOOL DIST 676	203,903.45
SCHOOL DIST 682	1,280,836.67
SCHOOL DIST 690	1,010,025.95
SPRINGSTEEL ISLAND SANITARY DISTRICT	17,397.14
TOWN OF BARNETT	15,374.09
TOWN OF BARTO	26,373.20
TOWN OF BEAVER	4,327.41
TOWN OF CEDARBEND	18,608.60
TOWN OF DEER	6,441.26
TOWN OF DEWEY	10,742.05
TOWN OF DIETER	11,179.96
TOWN OF ENSTROM	14,934.87
TOWN OF FALUN	20,291.74
TOWN OF GOLDEN VALLEY	3,263.62
TOWN OF GRIMSTAD	14,102.66
TOWN OF HEREIM	15,709.21
TOWN OF HUSS	11,869.62
TOWN OF JADIS	29,044.10
TOWN OF LAKE	136,190.68
TOWN OF LAONA	31,149.75
TOWN OF LIND	9,075.34
TOWN OF MALUNG	18,763.01
TOWN OF MICKINOCK	16,288.69
TOWN OF MOOSE	9,793.13
TOWN OF MORANVILLE	37,730.47
TOWN OF NERESON	8,035.69
TOWN OF PALMVILLE	5,414.70
TOWN OF POHLITZ	2,556.20
TOWN OF POLONIA	20,942.55
TOWN OF POPLAR GROVE	4,125.69
TOWN OF REINE	11,723.49
TOWN OF ROSS	13,702.53
TOWN OF SKAGEN	19,732.50
TOWN OF SOLER	13,701.23
TOWN OF SPRUCE	21,852.10
TOWN OF STAFFORD	27,567.26
TOWN OF STOKES	15,368.97
TWO RIVERS WATERSHED DISTRICT	97,281.75
WARROAD CITY	491,388.91
WARROAD PORT AUTHORITY	20,305.64
WARROAD WATERSHED DISTRICT	29,076.55
6 Payments less than 2,000.00	4,543.80
<b>Final Total:</b>	<b>5,320,169.27</b>

**Warrants Approved For Payment 6/11/2020 (Warrant #143464-143478)**

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	3,137.88
DEPT OF NATURAL RESOURCES	148,828.38
ROSEAU CITY	11,892.71
ROSEAU/LOW SPORTSMAN CLUB	2,888.23
11 Payments less than 2,000.00	6,134.52
<b>Final Total:</b>	<b>172,881.72</b>

**Warrants Approved For Payment 6/18/2020 (Warrant #143479-143489)**

<u>Vendor Name</u>	<u>Amount</u>
S & R REINFORCING, INC.	27,238.17

10 Payments less than 2,000.00	3,692.24
<b>Final Total:</b>	<b>30,930.41</b>

**Warrants Approved On 6/23/2020 For Payment 6/26/2020 (Warrant #143490-143558)**

<u>Vendor Name</u>	<u>Amount</u>
ADVANCED STRIPING	2,550.00
FARMERS UNION OIL CO-WARROAD	2,388.02
GARTNER REFRIGERATION CO	25,007.00
JOHNSON OIL CO INC	3,696.34
KRAUS ANDERSON	5,236.92
MN COUNTIES COMPUTER COOP	51,020.00
MN DEPT OF EMPLOYMENT	4,031.00
MSOP-MN SEX OFFENDER PROGRAM-D	4,873.20
NORTHERN RESOURCES COOPERATIVE	6,325.84
SIMMONS CONTRACTING LLC	4,170.00
SUMMIT FOOD SERVICE-DBA	6,623.31
TRUE NORTH STEEL	30,759.60
UNIVERSITY OF NORTH DAKOTA	3,092.65
56 Payments less than 2,000.00	21,637.68
<b>Final Total:</b>	<b>171,411.56</b>

**CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote). The Board, by adoption of its Consent Agenda, approved the June 9, 2020, Regular Board Proceedings; approved the Warroad River Watershed District Board Appointment Authorization to Advertise; approved the Warroad Chapter of Whitetails Unlimited Application for Exempt Permit; approved the 2020 Boat and Water Safety Grant in the amount of \$2,694.00; approved the Roseau/LOW Sportsman’s Club Request for Reimbursement in the amount of \$29,058.44; and approved a Payroll Change request for the Social Services Director, (annual step increase - 13C to 13D), effective July 1, 2020.

**PUBLIC HEARING – County Auditor Position**

Coordinator Pelowski provided the following background information to the Board: Auditor Monsrud agreed to start the public process to make the office of Auditor an appointed position on May 19, 2020; the Board authorized advertising for a June 23, 2020, Public Hearing at their May 19, 2020 Special Board Meeting; the Public Hearing Notice was published in both the Greenbush Tribune and the Roseau Times-Region for two consecutive weeks prior to the June 23, 2020, hearing date; and, the Board may, or may not, take action at today’s meeting following the Public Hearing. It was also noted that if action is taken today, the Resolution changing the Auditor’s Office from elected to appointed must be approved by at least a 4/5 vote. Commissioner Wicklund made a motion to open the Public Hearing, seconded by Commissioner Walker, and carried unanimously, (roll call vote). Board Chair Falk stated that no written comments had been received from the public prior to the hearing. He then called for any oral comments from the public attending the meeting via WebEx. There were no oral comments received. Chair Falk then asked the Commissioners if they had any comments or concerns. Hearing none, Commissioner Swanson made a motion to close the Public Hearing, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote). A motion was made by Commissioner Swanson, seconded by Commissioner Wicklund, and carried with a 4 – 0 vote, (roll call vote with Commissioner Falk abstaining), to approve the following Resolution:

**2020-06-01**

## **RESOLUTION ESTABLISHING THE APPOINTED OFFICE OF COUNTY AUDITOR**

WHEREAS the office of Roseau County Auditor is currently an elective office; and

WHEREAS the elected Roseau County Auditor has agreed to enter into an "Appointed Employment Agreement" (Agreement) which authorizes the Roseau County Board of Commissioners (Board) to establish the position of appointed County Auditor; and

WHEREAS the Board wants to ensure that the individual holding this position possesses the skills and/or experience necessary to properly carry out the responsibilities of this position; and

WHEREAS the office of Roseau County Auditor may be rendered an appointive office by Resolution of the Board pursuant to Minn. Stat. § 375A.1205, Subd. 6; and

WHEREAS the June 23, 2020 meeting of the Board did provide an opportunity for public comment.

NOW THEREFORE BE IT RESOLVED that pursuant to Minn. Stat. § 375A.1205, the Roseau County Board of Commissioners shall render the office of Roseau County Auditor appointive, effective the later of July 23, 2020, or the date the Employment Agreement is finalized.

### **DEPARTMENT REPORTS**

#### **Auditor/Recorder**

##### Deputy Recorder Job Description Revision/MRA Rating

Auditor/Recorder Monsrud requested Board approval of the revised job description for the Deputy Recorder position and the MRA rating of 220 points, which is a Center Grade 5, Extended Range Grade 4 rating. Following discussion, Commissioner Swanson made a motion, seconded by Commissioner Horner, and carried unanimously, (roll call vote) to approve the revised Deputy Recorder job description and the MRA position rating.

##### Chief Deputy Recorder Job Description/MRA Rating

Auditor/Recorder Monsrud requested Board approval of the job description for the new Chief Deputy Recorder position and the MRA rating of 269 points, which is a Center Grade 6, Extended Range Grade 7. Auditor Monsrud also requested Board approval to promote Renae Hamilton to the Chief Deputy Recorder position at a Grade 6, Step E, effective retroactively to May 26, 2020. Following discussion, Commissioner Swanson made a motion, seconded by Commissioner Walker, and carried unanimously, (roll call vote) to approve the revised Chief Deputy Recorder job description, the MRA new position rating, and the promotion of Renae Hamilton to the position at a Grade 6, Step E pay rate, effective May 26, 2020.

##### 2020 County Board of Appeal and Equalization Meeting Minutes

Auditor/Recorder Monsrud requested Board approval of the June 16, 2020, County Board of Appeal and Equalization Meeting Minutes. A motion to approve the minutes was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried by a 4-0 vote, (roll call vote --- Commissioner Horner was unavailable for the vote).

### **COUNTY BOARD ITEMS**

#### COVID-19 Situation Update

Coordinator Pelowski and Emergency Manager Grafstrom provided an update for the Board; including, a summary of the June 22, 2020, Public Health meeting, (no additional positive cases in Roseau County); the legislature did not pass the CARES Act prior to adjourning the Special Session; there is ongoing debate whether or not there will be another Special Session called by Governor Walz; State-wide numbers are going up in Counties where there are meat processing plants; and the number of ICU cases are down while the testing capabilities have improved.

### NACO Annual Conference

Commissioner Swanson informed the Board that the NACO Annual Conference will be a “virtual conference” this year, but they will need to register for the conference if they plan to attend. Board consensus was that Commissioner Falk be designated the registered voter for Roseau County at the conference, which will begin on July 13, 2020.

### Highway Engineer Discussion

Engineer Ketring met with the Board to submit a Letter of Resignation for Board consideration. If accepted, his last day of employment with the County would be July 24, 2020, as Mr. Ketring has accepted a position with MnDOT as the Region 2 State Aid Engineer. Following discussion, Commissioner Swanson made a motion to accept Engineer Ketring’s resignation and to approve advertising for his replacement, seconded by Commissioner Walker, and carried unanimously, (roll call vote).

### Flood Damage to Western Portion of the County Discussion

Commissioner Wicklund discussed a culvert that was installed at the intersection of Sections 35 and 36 in Dewey Township. Dewey Township Board member, Russ Anderson, addressed the Board via WebEX. Mr. Anderson stated that after each rain event, the Township Board members receive calls requesting that they approach the County for assistance. His suggestion to address the problem is to clean the whole ditch system and move the culvert one-quarter mile north. Engineer Ketring stated that that ditch system is on the schedule to be cleaned, and he suggested that the Township Board initiate the process to relocate the culvert by contacting/petitioning the Watershed District.

The Board and Engineer Ketring also discussed a damaged culvert in the SD 95 system. There was no action taken.

### Commissioner Committee Reports (June 9 – June 23, 2020)

Commissioner Falk reported on the following committee(s): Social Services Board Meeting; County Board of Appeal and Equalization Meeting; Association of MN Counties (AMC) District 3 Meeting; Northwest Community Action Board Meeting.

Commissioner Horner reported on the following committee(s): Social Services Board Meeting; County Board of Appeal and Equalization Meeting; AMC District 3 Meeting; Warroad City Council Meeting; Lake Township Board Meeting.

Commissioner Swanson reported on the following committee(s): Jadis Township Board Meeting; Northwest MN Emergency Communications Board Meeting; Community Meeting(s); Roseau City Council Meeting; Roseau Community Meeting; Roseau School Board Meeting; AMC Blue Ribbon Governance Panel Meeting(s); AMC District 3 Meeting; Emergency Management Pandemic Response Meeting(s); Social Services Board Meeting; County Board of Appeal and Equalization Meeting; AMC Public Safety Policy Committee Meeting; AMC Board of Directors Meeting.

Commissioner Walker reported on the following committee(s): Social Services Board Meeting; County Board of Appeal and Equalization Meeting.

Commissioner Wicklund reported on the following committee(s): Social Services Board Meeting; County Board of Appeal and Equalization Meeting; Land of the Dancing Sky Agency on Aging Committee Meeting; Two Rivers Watershed 1W1P Meeting; Moose Township Board Meeting.

Upon motion carried, the Board adjourned the Regular meeting at 10:30 a.m. The next Special meeting of the Board is scheduled for Tuesday, July 7, 2020, at 8:30 a.m., and the next Regular meeting of the Board is scheduled for Tuesday, July 14, 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

July 7, 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, July 7, 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, Jack Swanson, Russell Walker, and Daryl Wicklund. John Horner attended through WebEx. Staff present were Jeff Pelowski, Joleen Kezar, Martin Howes, Brian Ketring, Martie Monsrud, and Mike Trinka. Others attending through WebEx were Kristy Kjos, Sue Grafstrom, Diane Gregerson, Steve Gust, Karla Langaas, Liz Lund, Pam Shaw, Chris Stauffer, Rich Gross, Cindy Tangen, and Patty Ignaszewski.

## APPROVAL OF AGENDA

Engineer Ketring requested the addition of Highway Department Pay Grade revision requests to County Board Items. Commissioner Swanson requested the addition of a discussion on possible locations available for future Board meetings to County Board Items. A motion to approve the amended Agenda was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously, (roll call vote).

## COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson commented that he received an e-mail from the Association of MN Counties (AMC) regarding the National Association of Counties Annual Conference registration. AMC is requesting that Commissioners planning to attend the conference register as soon as possible.

## COUNTY BOARD ITEMS

### Roundtable Discussion – Commissioners / Department Heads

**Assessor** – The vehicle they purchased has arrived in time to assist in ongoing assessments.

**Auditor/Recorder** – The CARES Act funding has been received by the County. That funding can be used to reimburse eligible COVID-related expenses. Also, Auditor/Recorder Monsrud has not yet heard back on the Malung easement issue which was brought up at a previous meeting.

**Coordinator** – Coordinator Pelowski requested direction from the Board regarding the logistics concerning future Regular Board meetings. Board consensus was to stop holding WebEX Board meetings; begin holding in-person meetings in the Boardroom; and, to allow the general public and County staff to attend the meetings by appointment only in order to ensure the social distancing requirements are addressed.

**Court Administration** – They have been working on a plan for conducting jury trials, as they are being scheduled for August, 2020. Their plan is to conduct Health screenings prior to allowing entrance to the Courthouse, and the Courtrooms have been re-aligned to accommodate social distancing.

**Emergency Management** – A State of Emergency Declaration for flood issues is included in today's Agenda for Board consideration. In addition, EM, along with IT and the Sheriff's Office have been moving forward with the new 911 system.

**IT** – In addition to the 911 system discussion, it was noted that the County website is getting a GIS upgrade, which will be more user friendly for mobile users.

**Social Services** – Director Langaas dispelled the rumor that the Social Services building has a COVID outbreak; however, they have some employees that are self-isolating and working from home.

**Treasurer** – Property tax revenues are still coming in; and, the traffic has increased for Vital Statistics Records since the Courthouse reopened.

**Veterans Service Office** – His office received a COVID Response Grant for Veterans. To-date, approximately 20 veterans have received assistance through this grant.

#### COVID-19 Pandemic – Situation Update

Emergency Management Director Grafstrom provided an update; including, LifeCare has the capability for conducting Rapid Tests; Public Health has started contract tracing; the recent positive tests reported in the County were due to exposure at events located outside the County; and, the Department of Education will be determining how schools will be operating this fall.

Coordinator Pelowski reported that the County, Cities and Townships in the County will receive a total of \$2,534,816 in CARES Act funding. The County will ultimately have to develop a program to allocate their share of that funding. He read an excerpt from a Stearns County letter on how they are administering their funding; however, he recommended that the Board take no action at this time as we are awaiting further guidance from AMC.

#### Temporary Employee Policy

Coordinator Pelowski presented the Temporary Employee Policy which sunsets on July 7, 2020. He recommended extending the existing Policy through August 12, 2020. Following discussion, a motion to approve the following Temporary Employee Policy was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote).

### **APPENDIX A**

#### **COUNTY OF ROSEAU TEMPORARY EMPLOYEE POLICY IN RESPONSE TO THE COVID-19 EPIDEMIC JULY 7, 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; revised July 7, 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 **August 12, 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).***

#### Building Maintenance Supervisor – Job Description Review (MRA) Authorization

Supervisor Trinka has completed the required six-month probationary period; the existing job description for the Building Maintenance Supervisor is no longer accurate; the job description is being re-written and, when completed, will require MRA review and rating. Following discussion, Commissioner Swanson made a motion to approve submitting a revised job description to MRA for review and rating, seconded by Commissioner Walker, and carried by a 4 – 0 vote with Commissioners Falk, Horner, Swanson, and Walker voting yes, Commissioner Wicklund abstained from the vote.

#### Pay Grade Revision Request – Veteran Services Officer (VSO) Position

The VSO position was rated at 292 points by MRA, which is a Center Grade 7, Extended Range Grade(s) 6 or 8 rating. The request is to move from the Center Grade (7) into the Extended Range (8) of the pay chart, as the 2020 Association of MN Counties Salary Survey data supports this request. Following discussion, a motion to approve the Payroll Change for VSO Howes (Grade 7G to Grade 8E), effective July 12, 2020, was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously, (roll call vote).

#### Highway Department – Pay Grade Revision Requests

Engineer Ketring met with the Board to request approval of Payroll Change Forms for the Office Manager/Accountant, Senior Highway Technician, Assistant Engineer-Construction, and Assistant Engineer-Maintenance positions. Ketring provided the Board with data from surrounding counties to support these requests. Following discussion, a motion to approve the following payroll changes was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously, (roll call vote): Office Manager/Accountant – from an Extended Range 6 to a Center Grade 7; Senior Highway Technician – from an Extended Range 7 to a Center Grade 8; Assistant Engineer-Construction – Center Grade 10 to an Extended Range 11; and, Assistant Engineer-

Maintenance – Center Grade 10 to an Extended Range 11. All of the changes would be effective July 12, 2020.

#### Auditor/Recorder Position

After the merger of the Auditor and Recorder positions, a new job description was written and submitted to MRA for review and rating. MRA has rated this position at a Center Grade 13, Extended Range Grade(s) 12 and 14. Following discussion, Commissioner Walker made a motion to approve the revised job description; MRA rating results; and, the subsequent Payroll Change from Grade 11G (\$41.39/hour) to Grade 13F (\$47.59/hour), effective retroactively to May 26, 2020, seconded by Commissioner Wicklund, and carried by a 4 – 0 vote with Commissioners Horner, Swanson, Walker, and Wicklund voting yes, Commissioner Falk abstained from the vote.

The last step in the process of converting the Auditor/Recorder position from elected to appointed is the execution of an Employment Agreement. Following review of the Agreement, Commissioner Swanson made a motion to approve the Agreement, effective July 23, 2020, seconded by Commissioner Walker, and carried by a 4 – 0 vote with Commissioners Horner, Swanson, Walker, and Wicklund voting yes, Commissioner Falk abstained from the vote.

#### State of Emergency Declaration – Resolution

Roseau County has met the \$28,000.00 damage threshold to declare a State of Emergency for conditions resulting from the significant rainfall during June 17 and June 18, 2020. The Townships of Dewey, Lind, Moose, Polonia, Dieter, Dewey, and Barto responded with the property damage reports in each of their Townships. Following discussion, Commissioner Wicklund made a motion, seconded by Commissioner Walker, and carried unanimously, (roll call vote) to approve the following Resolution:

2020-07-01

#### **RESOLUTION DECLARING A STATE OF EMERGENCY**

WHEREAS, the significant rain June 17, 2020 through June 18, 2020 has the potential to impact the population of Roseau County and its cities; and

WHEREAS, the potential for a high water or major flooding event could cause a significant amount of public property damage; and

WHEREAS, Roseau County Homeland Security and Emergency Management requests the Roseau County Board of Commissioners to declare Roseau County in a STATE OF EMERGENCY for the preparation of mitigation of and/or flood response.

NOW, THEREFORE, BE IT RESOLVED, that the Roseau County Board of Commissioners declares Roseau County in a STATE OF EMERGENCY for conditions resulting from the significant rainfall during June 17, 2020 through June 18, 2020.

#### Wannaska Sewer District Discussion

Commissioner Walker initiated a discussion of the Wannaska sewer project, and the Sanitary District who administers the project. Commissioner Walker stated that the District is having financial difficulty and that they have asked if the County could provide any assistance. Coordinator Pelowski provided a detailed background of the project and the formation of the District. Following discussion, there was no action taken.

#### Future County Board Meeting Locations/Options

Commissioner Swanson requested that the Board consider moving County Board meetings to the Roseau City Center. The City Council Chambers can accommodate more people than the County Boardroom, which would allow the County to discontinue holding WebEX meetings and revert to holding in-person meetings. Following discussion, Board consensus was to hold in-person bi-monthly Regular Board meetings, and the monthly Social Services Board meeting, in the County Boardroom. Access to these meetings by the general public and County staff would be by appointment only. In addition, consensus was to submit a request to the City of Roseau for the County to use the Council Chambers for the monthly Operations Committee/Board Work Session/Special Board Meetings. This would allow enough space to accommodate the Commissioners and County Department Heads.

Upon motion carried, the Board adjourned the Special meeting at 11:15 a.m. The next Regular meeting of the Board is scheduled for Tuesday, July 14, 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

<b>Agenda Item #:</b> Consent 3 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	July 14, 2020	<b>Originating Department:</b> Sheriff
<b>Subject Title (as it will appear on the Agenda):</b> Sheriff's Department - Approval of Donation	<b>Presenter:</b> Steve Gust	
	<b>Estimated Amount of Time Needed for Discussion:</b> <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	
<b>Board Action Requested:</b> Requesting Board acceptance of a \$2,000.00 donation to the Sheriff's Department.		
<b>Background:</b> The donation is from an anonymous donor.		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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

<b>Agenda Item #:</b> County Board Item 1 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	July 14, 2020	<b>Originating Department:</b> Commissioners
<b>Subject Title (as it will appear on the Agenda):</b> COVID-19 Pandemic - Update		<b>Presenter:</b> Commissioners
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Discussion of the County's ongoing response to the COVID-19 pandemic.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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

<b>Agenda Item #:</b> County Board Item 2 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	July 14, 2020	<b>Originating Department:</b> Coordinator
<b>Subject Title (as it will appear on the Agenda):</b> Commissioner Committee Reports		<b>Presenter:</b> Commissioners
		<b>Estimated Amount of Time Needed for Discussion:</b> <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
<b>Board Action Requested:</b> Commissioners will present their Committee Reports.		
<b>Background:</b>		
<b>Supporting Documentation:</b> <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None		
<b>Agenda Classification for County Board Meeting:</b> <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**

**JUNE 24, 2020 - ROSEAU ECONOMIC DEVELOPMENT AUTHORITY**

**JUNE 24, 2020 - NATIONAL ASSOCIATION OF COUNTIES COMMUNITY, ECONOMIC & WORKFORCE DEVELOPMENT TELECONFERENCE**

**JUNE 24, 2020 - ROSEAU SCHOOL BOARD; Ehlers & Associates on school district bond sale**

**JUNE 25, 2020 - NATIONAL ASSOCIATION OF COUNTIES DATA DRIVEN JUSTICE RESEARCH AND PLANNING TELECONFERENCE; cross-state licensing options for mental health and chemical dependency treatment counselors**

**JUNE 26, 2020 - ASSOCIATION OF MINNESOTA COUNTIES JURY TRIALS TELECONFERENCE; costs associated with offsite resumption of court system**

**JULY 1, 2020 - COMMUNITY JUSTICE COORDINATING COMMITTEE; Judge Dixon, Pam Shaw, Kristi Kjos, Mike Grover on court issues re: COVID-19**

**JULY 6, 2020 - EMERGENCY MANAGEMENT COVID TELECONFERENCE**

**JULY 6, 2020 - ROSEAU CITY COUNCIL**

**JULY 7, 2020 - ROSEAU COUNTY BOARD SPECIAL MEETING**

**JULY 8, 2020 - NORTHWEST EMERGENCY COMMUNICATIONS BOARD**

**JULY 8, 2020 - ASSOCIATION OF MINNESOTA COUNTIES BLUE RIBBON COMMISSION**

**JULY 9, 2020 - JUVENILE DETENTION ALTERNATIVES INITIATIVE (JDAI) TRUE NORTH COLLABORATIVE**

**JULY 9, 2020 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE**