
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 **July 7, 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 Update
3. Employee Temporary Policy
4. Building Maintenance Supervisor - Job Description Review (MRA) Authorization
5. Pay Grade Revision Request - Veteran Services Officer Position
6. Auditor/Recorder Position
 - > Job Description Review / MRA Rating
 - > Employment Agreement
7. State of Emergency Declaration – Resolution
8. Wannaska Sewer District Discussion

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

| | | |
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| Agenda Item #: County Board Item 1 <small>(for office use only)</small> | | |
| Requested Board Date: | July 7, 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

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| Agenda Item #: County Board Item 2 <small>(for office use only)</small> | | |
| Requested Board Date: | July 7, 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: Discussion of the County's ongoing response to the COVID-19 pandemic. > County Update > CARES Act Funding | | |
| 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
CARES ACT FUNDING
June 25, 2020

LOCAL UNIT OF GOVERNMENT

AMOUNT

Roseau County

\$1,857,125 ✓

Cities under 200 population (Strathcona/Roosevelt)

\$ 12,506 ✓

Townships under 200 population (18 twps)

\$ 50,700 ✓

Cities over 200 population (other 4 cities)

\$ 428,535 ✓

Townships over 200 population (15 twps)

\$ 185,950 ✓

TOTAL CARES ACT APPROPRIATION

\$2,534,816

#1,920,331

CRE COUNTY DISTRIBUTION AMOUNTS
Per 'APD-COMPROMISE1B' document

11:18 AM 6/10/2020

Counties

STATE TOTAL 5,629,416 3,816,080 \$ 462,805,200 \$ 1,572,803 \$ 2,876,100 \$ 467,254,103 \$ 122.44

| COUNTY NAME | POPULATION | ELIGIBLE COUNTY POPULATION | BASE COUNTY AMOUNT | COUNTY SMALL CITY & UNINCORP AMOUNT | TOWN AMOUNT | TOTAL COUNTY AMOUNT | ELIGIBLE COUNTY DISTRIBUTION AMOUNT PER CAPITA |
|-------------------|------------|----------------------------|--------------------|-------------------------------------|-------------|---------------------|------------------------------------------------|
| KOOCHICHIING | 12,630 | 12,630 | 1,531,737 | 17,253 | 121,250 | 1,670,240 | 132.24 |
| LAC QUI PARLE | 6,662 | 6,662 | 807,952 | 40,759 | 60,400 | 909,111 | 136.46 |
| LAKE | 10,590 | 10,590 | 1,284,330 | 13,561 | 60,250 | 1,358,142 | 128.25 |
| LAKE OF THE WOODS | 3,801 | 3,801 | 460,976 | 13,335 | 63,700 | 538,012 | 141.54 |
| LE SUEUR | 28,432 | 28,432 | 3,448,166 | 19,814 | - | 3,467,981 | 121.97 |
| LINCOLN | 5,679 | 5,679 | 688,736 | 5,651 | 45,825 | 740,211 | 130.34 |
| LYON | 25,700 | 25,700 | 3,116,836 | 22,677 | 27,075 | 3,166,588 | 123.21 |
| MCLEOD | 35,959 | 35,959 | 4,361,023 | 7,760 | - | 4,368,783 | 121.49 |
| MAHONOMEN | 5,526 | 5,526 | 670,180 | 7,007 | 35,350 | 712,537 | 128.94 |
| MARSHALL | 9,384 | 9,384 | 1,138,069 | 20,342 | 81,150 | 1,239,561 | 132.09 |
| MARTIN | 19,822 | 19,822 | 2,403,966 | 12,280 | 26,050 | 2,442,296 | 123.21 |
| MEEKER | 23,169 | 23,169 | 2,809,882 | 14,917 | - | 2,824,799 | 121.92 |
| MILLE LACS | 26,080 | 26,080 | 3,162,921 | 8,137 | 3,400 | 3,174,458 | 121.72 |
| MORRISON | 33,191 | 33,191 | 4,025,326 | 47,314 | 11,100 | 4,083,740 | 123.04 |
| MOWER | 40,017 | 40,017 | 4,853,168 | 43,923 | 8,050 | 4,905,141 | 122.58 |
| MURRAY | 8,293 | 8,293 | 1,005,756 | 29,383 | 53,325 | 1,088,463 | 131.25 |
| NICOLLET | 34,189 | 34,189 | 4,146,361 | - | 6,300 | 4,152,661 | 121.46 |
| NOBLES | 22,021 | 22,021 | 2,670,655 | 6,103 | 30,975 | 2,707,733 | 122.96 |
| NORMAN | 6,518 | 6,518 | 790,488 | 28,177 | 53,625 | 872,290 | 133.83 |
| OLMSTED | 157,446 | 157,446 | 19,094,680 | - | - | 19,094,680 | 121.28 |
| OTTER TAIL | 58,735 | 58,735 | 7,123,243 | 62,231 | 20,875 | 7,206,349 | 122.69 |
| PENNINGTON | 14,276 | 14,276 | 1,731,360 | 10,548 | 42,250 | 1,784,157 | 124.98 |
| PINE | 29,490 | 29,490 | 3,576,478 | 31,191 | 22,925 | 3,630,594 | 123.11 |
| PIPESTONE | 9,100 | 9,100 | 1,103,627 | 32,773 | 22,150 | 1,158,550 | 127.31 |
| POLK | 31,627 | 31,627 | 3,835,648 | 38,951 | 110,650 | 3,985,249 | 126.01 |
| POPE | 11,046 | 11,046 | 1,339,633 | 11,602 | 41,600 | 1,392,835 | 126.09 |
| RAMSEY | 552,232 | - | - | - | - | - | - |
| RED LAKE | 3,981 | 3,981 | 482,806 | 10,246 | 38,050 | 531,103 | 133.41 |
| REDWOOD | 15,252 | 15,252 | 1,849,727 | 48,594 | 73,725 | 1,972,046 | 129.30 |
| RENVILLE | 14,674 | 14,674 | 1,779,628 | - | 71,950 | 1,851,578 | 126.18 |
| RICE | 66,364 | 66,364 | 8,048,470 | - | - | 8,048,470 | 121.28 |
| ROCK | 9,435 | 9,435 | 1,144,255 | 32,321 | 12,075 | 1,188,651 | 125.98 |
| ROSEAU | 15,313 | 15,313 | 1,857,125 | 12,506 | 50,700 | 1,920,331 | 125.41 |
| ST. LOUIS | 200,261 | 200,261 | 24,287,183 | 63,361 | 191,850 | 24,542,394 | 122.55 |
| SCOTT | 146,111 | 146,111 | 17,719,998 | - | - | 17,719,998 | 121.28 |

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m DEPARTMENT OF REVENUE

| COUNTY | CITY | TOTAL |
|-----------|----------------------|-------------|
| ROCK | MAGNOLIA CITY | \$15,746 |
| ROCK | STEEN CITY | \$0 |
| ROSEAU | BADGER CITY | \$27,273 |
| ROSEAU | GREENBUSH CITY | \$53,718 |
| ROSEAU | ROSEAU CITY | \$209,069 |
| ROSEAU | STRATHCONA CITY | \$0 |
| ROSEAU | WARROAD CITY | \$138,475 |
| ROSEAU | ROOSEVELT CITY | \$0 |
| ST. LOUIS | AURORA CITY | \$125,818 |
| ST. LOUIS | BIWABIK CITY | \$74,964 |
| ST. LOUIS | BROOKSTON CITY | \$0 |
| ST. LOUIS | BUHL CITY | \$73,833 |
| ST. LOUIS | CHISHOLM CITY | \$371,955 |
| ST. LOUIS | COOK CITY | \$41,211 |
| ST. LOUIS | ELY CITY | \$256,910 |
| ST. LOUIS | EVELETH CITY | \$271,903 |
| ST. LOUIS | FLOODWOOD CITY | \$39,026 |
| ST. LOUIS | GILBERT CITY | \$134,482 |
| ST. LOUIS | HERMANTOWN CITY | \$733,136 |
| ST. LOUIS | HIBBING CITY | \$1,232,039 |
| ST. LOUIS | IRON JUNCTION CITY | \$0 |
| ST. LOUIS | KINNEY CITY | \$0 |
| ST. LOUIS | LEONIDAS CITY | \$0 |
| ST. LOUIS | MCKINLEY CITY | \$0 |
| ST. LOUIS | MEADOWLANDS CITY | \$0 |
| ST. LOUIS | MOUNTAIN IRON CITY | \$217,959 |
| ST. LOUIS | ORR CITY | \$21,773 |
| ST. LOUIS | PROCTOR CITY | \$231,370 |
| ST. LOUIS | RICE LAKE CITY | \$309,121 |
| ST. LOUIS | TOWER CITY | \$36,992 |
| ST. LOUIS | VIRGINIA CITY | \$635,796 |
| ST. LOUIS | WINTON CITY | \$0 |
| ST. LOUIS | HOYT LAKES CITY | \$148,797 |
| ST. LOUIS | BABBITT CITY | \$109,545 |
| ST. LOUIS | DULUTH CITY | \$6,570,650 |
| SCOTT | BELLE PLAINE CITY | \$558,121 |
| SCOTT | JORDAN CITY | \$463,719 |
| SCOTT | ELKO NEW MARKET CITY | \$359,298 |
| SCOTT | PRIOR LAKE CITY | \$1,969,018 |
| SCOTT | SAVAGE CITY | \$2,366,212 |
| SCOTT | SHAKOPEE CITY | \$3,127,073 |
| SCOTT | NEW PRAGUE CITY | \$606,941 |
| SHERBURNE | BECKER CITY | \$365,852 |
| SHERBURNE | BIG LAKE CITY | \$863,098 |
| SHERBURNE | CLEAR LAKE CITY | \$46,636 |
| SHERBURNE | ELK RIVER CITY | \$1,875,294 |

\$428,535

TOWNSHIPS

m1 DEPARTMENT OF REVENUE

| COUNTY | TOWN | TOTAL |
|-----------|------------------------|----------|
| ROCK | MOUND TOWNSHIP | \$5,675 |
| ROCK | ROSE DELL TOWNSHIP | \$5,025 |
| ROCK | SPRINGWATER TOWNSHIP | \$6,125 |
| ROCK | VIENNA TOWNSHIP | \$0 |
| ROSEAU | BARNETT TOWNSHIP | \$0 |
| ROSEAU | BARTO TOWNSHIP | \$0 |
| ROSEAU | BEAVER TOWNSHIP | \$0 |
| ROSEAU | CEDARBEND TOWNSHIP | \$5,100 |
| ROSEAU | DEER TOWNSHIP | \$0 |
| ROSEAU | DEWEY TOWNSHIP | \$0 |
| ROSEAU | DIETER TOWNSHIP | \$0 |
| ROSEAU | ENSTROM TOWNSHIP | \$10,875 |
| ROSEAU | FALUN TOWNSHIP | \$6,225 |
| ROSEAU | GOLDEN VALLEY TOWNSHIP | \$0 |
| ROSEAU | GRIMSTAD TOWNSHIP | \$0 |
| ROSEAU | HEREIM TOWNSHIP | \$5,325 |
| ROSEAU | HUSS TOWNSHIP | \$0 |
| ROSEAU | JADIS TOWNSHIP | \$13,950 |
| ROSEAU | LAONA TOWNSHIP | \$12,950 |
| ROSEAU | LIND TOWNSHIP | \$0 |
| ROSEAU | MALUNG TOWNSHIP | \$10,200 |
| ROSEAU | MICKINOCK TOWNSHIP | \$6,875 |
| ROSEAU | MOOSE TOWNSHIP | \$0 |
| ROSEAU | MORANVILLE TOWNSHIP | \$21,250 |
| ROSEAU | NERESON TOWNSHIP | \$0 |
| ROSEAU | PALMVILLE TOWNSHIP | \$0 |
| ROSEAU | POHLITZ TOWNSHIP | \$0 |
| ROSEAU | POLONIA TOWNSHIP | \$0 |
| ROSEAU | POPLAR GROVE TOWNSHIP | \$0 |
| ROSEAU | REINE TOWNSHIP | \$0 |
| ROSEAU | ROSS TOWNSHIP | \$10,175 |
| ROSEAU | SKAGEN TOWNSHIP | \$5,650 |
| ROSEAU | SOLER TOWNSHIP | \$0 |
| ROSEAU | SPRUCE TOWNSHIP | \$13,300 |
| ROSEAU | STAFFORD TOWNSHIP | \$6,550 |
| ROSEAU | STOKES TOWNSHIP | \$5,075 |
| ROSEAU | LAKE TOWNSHIP | \$52,450 |
| ROSEAU | ROSEAU CO. UNORGANIZED | \$0 |
| ST. LOUIS | ALANGO TOWNSHIP | \$6,125 |
| ST. LOUIS | ALBORN TOWNSHIP | \$11,675 |
| ST. LOUIS | ALDEN TOWNSHIP | \$5,350 |
| ST. LOUIS | ANGORA TOWNSHIP | \$5,800 |
| ST. LOUIS | KABETOGAMA TOWNSHIP | \$0 |
| ST. LOUIS | ARROWHEAD TOWNSHIP | \$5,125 |
| ST. LOUIS | AULT TOWNSHIP | \$0 |
| ST. LOUIS | BALKAN TOWNSHIP | \$20,725 |

**185,950*

Jeffrey D. Pelowski

From: Dan Fabian <Rep.Dan.Fabian@house.mn>
Sent: Friday, June 12, 2020 12:10 PM
To: Jeffrey D. Pelowski
Subject: CARES Act Funding for Roseau County

Hello,

I wanted to let you know that the four legislative caucuses have reached agreement on a bipartisan bill to distribute \$841 million in funding to local governments under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The local funding component is known as the Coronavirus Relief Fund (CRF).

Please bear in mind these numbers are preliminary and subject to change, however the current estimates is that Roseau County is expected to receive \$1,920,331 in CRF funding. Funds must be distributed to local governments by June 30, 2020, and any unused funds at the end of the year are returned to the federal government.

Here is some information on eligible/ineligible expenses record keeping requirements. Please reach out to my office if I can answer any other questions, or provide additional information.

Thanks,
Dan Fabian
State Representative
District 1A

CRF FUNDING INFORMATION

* The CARES Act is very clear that CRF funding must be COVID-19 related.

Moreover, the CARES Act is very clear that CRF funding MAY NOT be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. A broad range of uses is allowed, revenue replacement is not a permissible use of CRF payments.

In other words, according to analysis from NCSL, CRF funds can cover expenses incurred due to the pandemic and the revenue declines that will result from the economic impacts. The expenses cannot have been included in each state's most-recently adopted budget, for example, the May 2019 two-year biennial budget for Minnesota.

* **CRF Eligible Expenditures: The following is a non-exhaustive list of expenditures that are permitted with CARES Act funds allocated to state and local governments:**

- COVID-19 related expenses of public hospitals, clinics, and similar facilities

- Expenses for establishing temporary public medical facilities related to COVID-19, including construction costs
- Costs of providing COVID-19 testing, including serological testing
- Emergency medical response expenses, including emergency medical transportation related to COVID-19
- Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment
- Expenses for communication and enforcement of public health orders related to COVID-19
- Expenses for disinfection of public areas and other facilities
- Expenses for acquisition and distribution of medical and protective supplies for medical personnel, police officers, social workers, child protection services, child welfare officers, direct service providers for older adults and disabled individuals, and other health or safety workers
- Expenses for technical assistance to local authorities or other entities in response to COVID-19
- Expenses for public safety measures undertaken in response to COVID-19
- Expenses for quarantining individuals
- Payroll expenses for public safety, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to COVID-19
- Expenses for food delivery to residents
- Expenses to facilitate distance learning
- Expenses to improve telework capabilities for public employees
- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions
- Sanitation expenses for maintaining state prisons or jails
- Expenses for caring for the homeless to mitigate COVID-19 effects
- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by closures
- Expenditures related to government payroll support programs
- Unemployment insurance costs related to COVID-19 (if not reimbursed by the federal government)

*** Ineligible Expenditures: The following is a non-exhaustive list of expenditures that would not be eligible expenditures with CARES Act funds allocated to state and local governments.**

- Expenses for the State share of Medicaid
- Damages covered by insurance
- Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to COVID-19
- Expenses that have been or will be reimbursed under any federal program
- Reimbursement to donors for donated items or services
- Workforce bonuses other than hazard pay or overtime
- Severance pay
- Legal settlements
- Elective abortions or research where the human embryo is destroyed, with exceptions

*** Recordkeeping Requirements**

A government entity receiving funds must keep records “*sufficient to demonstrate that the amount of Fund payments to the Government has been used in accordance with Section 601(d) of the Social Security Act.*”



Coronavirus Relief Fund Certification Form

The Coronavirus Relief Fund (CRF) Certification Form must be submitted prior to disbursement of the funds. Submit by email to proptax.admin@state.mn.us or by mail to Property Tax Division, Mail Station 3340, St. Paul, MN 55146

| | | |
|---------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Name of Local Government (if city or town include county) <i>Roseau County</i> | SWIFT Supplier ID # (if known) <i>197344</i> | Phone Number <i>218-463-1282</i> |
| Name and Title of Person Filling Out Form <i>Martha Monsrud, County Auditor-Recorder</i> | | Email Address <i>mar-tie@co.roseau.mn.us</i> |

By submitting this application, the above-named local government ("local government") certifies that it will honor all commitments in the statements below and the Information and Requirements document.

1. The distributed funds will be used by the local government only to cover those costs that:
 - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) ("necessary expenditures"), as described and defined by official federal guidance on section 601(d) of the Social Security Act, as added by section 5001 of Public Law 116-136 ("federal guidance");
 - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for the local government; and
 - c. Were or will be incurred during the period that begins on March 1, 2020, and ends on December 1, 2020. A cost is incurred when the local government has expended funds to cover the cost.
2. The funds distributed pursuant to this certification will not be used by the local government in any manner contrary to federal guidance. This includes, but is not limited to:
 - a. As a revenue replacement for lower than expected tax or other revenue collections; and
 - b. For expenditures for which the local government has received other emergency COVID-19 supplemental funding for that same expense, regardless of the funding source.
3. The local government is responsible for repayment of any funds used by the local government in any manner contrary to federal or State of Minnesota guidance.
4. The local government will periodically report expenditures from the Coronavirus Relief Fund as required by Minnesota Management and Budget.
5. Any aid amount remaining unexpended by an eligible city or town on November 15, 2020, must be sent to the home county in which the city or town is located. For cities located in Hennepin County the funds must be transferred to Hennepin County Medical Center or granted to another hospital in the county's boundaries. For the cities or towns located in Ramsey County the funds must be granted to Regions Hospital or another hospital in the county's boundaries. The transfer must be made no later than November 20, 2020. Any amount of aid remaining unexpended by an eligible county by December 1, 2020 must be returned to Minnesota Management and Budget by December 10, 2020.
6. The local government will maintain copies of any agreements to share Coronavirus Relief Funds pursuant to a joint powers agreement under Minn. Stat. § 471.59. Copies of such agreements and accounting records must be sufficient to document the funds distributed to other local governments.
7. The local government is responsible for FEMA nonfederal share, increased workers compensation costs, and costs of supporting its Community Health Board COVID-19 response, and should not anticipate additional state funds for these purposes.
8. The local government understands that these funds are subject to the requirements under the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

I certify that I have the authority to complete this certification on behalf of the local government.

| | | |
|---------------------------------------------------------------------------|----------------------------------|--------------------------|
| Signature of Chief Executive of Local Government <i>Martha Monsrud</i> | Title <i>Auditor-Recorder</i> | Date <i>6-26-2020</i> |
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Federal Award Name and CFDA Number: 601(d) of the Social Security Act (CARES Act) CFDA Number 21.019



Roseau County Request for Board Action

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| Agenda Item #: County Board Item 3 <small>(for office use only)</small> | | |
| Requested Board Date: | July 7, 2020 | Originating Department: Coordinator |
| Subject Title (as it will appear on the Agenda): Employee Temporary Policy | Presenter: Jeff Pelowski | |
| | 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: The existing Policy sunsets on July 7, 2020. Requesting Board approval to extend the current Policy until August 12, 2020. | | |
| Background: | | |
| Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None | | |
| Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input 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 JULY 7, 2020 REVISION

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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.

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NOTE: *Employees may also be eligible for certain benefits outlined in the “Families First Coronavirus Response Act” (FFCRA); including, paid sick leave entitlements, public health emergency leave, and expanded FMLA provisions, (reference attached FFCRA information).*



Roseau County Request for Board Action

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agenda Item #: County Board Item 4 <small>(for office use only)</small> | | |
| Requested Board Date: | July 7, 2020 | Originating Department: Building Maintenance |
| Subject Title (as it will appear on the Agenda): Building Maintenance Supervisor Position – Job Description Review/Rating Request | | Presenter: Mike Trinka / Jeff Pelowski |
| | | Estimated Amount of Time Needed for Discussion: <input checked="" type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| Board Action Requested: Requesting Board approval to submit a revised job description to MRA for review and rating. | | |
| Background: | | |
| Supporting Documentation: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> None | | |
| Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ | | |



Roseau County Request for Board Action

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Agenda Item #: County Board Item 5 <small>(for office use only)</small> | | |
| Requested Board Date: | July 7, 2020 | Originating Department: Veteran Services |
| Subject Title (as it will appear on the Agenda): Pay Grade Revision Request – Veteran Services Officer (VSO) Position | Presenter: Marty Howes | |
| | Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input checked="" type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes | |
| Board Action Requested: Requesting Board approval to move the VSO position from a Grade 7 to a Grade 8, effective July 12, 2020. See attached Payroll Change Form. | | |
| Background: The VSO position was rated at 292 points by MRA, which is a Center Grade 7, Extended Range Grade(s) 6 or 8. The request is to move from the center grade (7) into the extended range (8) of the pay chart. If approved, VSO Howes would move from a Grade 7G to a Grade 8E, effective July 12, 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 _____ | | |

Payroll Change Form

Name: Martin Howes

Effective Date: 07/12/20

Title: Veterans Service Officer

Board Approval Date: 07/07/20

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 8E (new grade/step) \$30.28 (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 Veterans Service Officer grade change from grade 7 to grade 8.

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

Date

Copy to Auditor's Office

Copy to Coordinator's Office



Roseau County Request for Board Action

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| Agenda Item #: County Board Item 6 <small>(for office use only)</small> | | |
| Requested Board Date: | July 7, 2020 | Originating Department: Auditor/Recorder |
| Subject Title (as it will appear on the Agenda): Auditor/Recorder Position | Presenter: Martie Monsrud | |
| | Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" 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: 1) The revised position job description; 2) The MRA new position rating --- 590 points, which is a Center Grade 13, Extended Range Grade(s) 12 and 14; 3) The attached Payroll Change Form for this position; and 4) The Employment Agreement required to finalize the conversion from an elected to an appointed position, (if approved, the conversion would be effective July 23, 2020). | | |
| Background: | | |
| Supporting Documentation: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> None | | |
| Agenda Classification for County Board Meeting: <input type="checkbox"/> Delegations/Board Appointments <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input checked="" type="checkbox"/> County Board Items <input type="checkbox"/> Other _____ | | |

Payroll Change Form

Name: _____ Effective Date: _____

Title: _____ Board Approval Date: _____

Department: _____

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 _____ (new grade/step) _____ (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

Benefit Cancellation Date _____

Other _____

Payout of Accrual Balances

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

Comments

Approved by

Department Supervisor Signature

Date

Copy to Auditor's Office

Copy to Coordinator's Office



Roseau County Request for Board Action

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| Agenda Item #: County Board Item 7 <small>(for office use only)</small> | | |
| Requested Board Date: | July 7, 2020 | Originating Department: Emergency Management |
| Subject Title (as it will appear on the Agenda): State of Emergency Declaration - Resolution | | Presenter: Sue Grafstrom |
| | | Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input checked="" type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| Board Action Requested: Requesting Board approval of the attached Resolution. | | |
| 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 _____ | | |



Board of Commissioners

606 5th Ave. SW, Room #131

Roseau, MN 56751

Phone: 218-463-4248

Fax: 218-463-3252

A motion was made by Commissioner XXXX, seconded by Commissioner XXXX, and carried unanimously to adopt 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.

STATE OF MINNESOTA)
) ss
COUNTY OF ROSEAU)

I, Jeff Pelowski, County Coordinator in and for Roseau County, Minnesota, do hereby certify that the foregoing is a true and correct copy of a part of the proceedings adopted by the Roseau County Board of Commissioners on July 7, 2020.

Jeff Pelowski
Roseau County Coordinator



Roseau County Request for Board Action

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| Agenda Item #: County Board Item 8 <small>(for office use only)</small> | | |
| Requested Board Date: | July 7, 2020 | Originating Department: Commissioners |
| Subject Title (as it will appear on the Agenda): Wannaska Sewer District Discussion | | Presenter: Russell Walker |
| | | Estimated Amount of Time Needed for Discussion: <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5 minutes <input checked="" type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes |
| Board Action Requested: Overview and update of the Wannaska Sewer District. | | |
| 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 _____ | | |