

## REGULAR BOARD MEETING AGENDA

Notice is hereby given that the Board of Commissioners of Roseau County will meet in session on **August 25, 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. August 11, 2020 Regular Board Meeting Proceedings
2. Roseau/LOW Sportsman's Club – Request for Reimbursement
3. Advertise to Hire – Jail/Dispatcher(s)

**8:50 Committee Reports**

**8:55 Department Reports**

1. Highway
  - a. Final Payment – Olson Construction TRF, Inc
  - b. Final Payment – Simmons Contracting

**9:00 County Board Items**

1. COVID-19 Pandemic – Update
  - a. County Update
  - b. CARES Act Program Update
  - c. CARES Act Funding Allocation Policy
  - d. Employee Temporary Policy Revision
2. Highway Department Facility Replacement Project
3. 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.

County Coordinator's Office e-mail address: [joleen.kezar@co.roseau.mn.us](mailto:joleen.kezar@co.roseau.mn.us), Roseau County Home Page Address: <http://www.co.roseau.mn.us/>



# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 11, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, August 11, 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 Martie Monsrud, Jeff Pelowski, Joleen Kezar, Kristy Kjos, Sue Grafstrom, Diane Gregerson, Martin Howes, and Mike Trinka.

## APPROVAL OF AGENDA

Commissioner Swanson requested the addition of an Extension Committee Appointment to County Board Items. A motion to approve the amended Agenda was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski stated that the preliminary health insurance premium estimate for 2021 is +18.9%, and he stated that his office is currently exploring other alternatives. Auditor Monsrud requested direction from the Board as to whether or not we should include the 18.9% estimated increase in the 2021 Preliminary Budget. The Board consensus was to include the increase in the budget.

## APPROVE BILLS

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

### Warrants Approved For Payment 7/30/2020 (Warrant #143769-143792)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	4,677.15
DEPT OF NATURAL RESOURCES	148,828.38
MN JUDICIAL BRANCH	20,351.99
S & R REINFORCING, INC.	21,430.75
TOWN OF BEAVER	2,595.69
19 Payments less than 2,000.00	9,432.63
<b>Final Total:</b>	<b>207,316.59</b>

### Warrants Approved For Payment 8/03/2020 (Warrant #143793-143844)

<u>Vendor Name</u>	<u>Amount</u>
BADGER CITY	5,728.82
GREENBUSH CITY	6,219.86
NW MN MULTI COUNTY HRA	2,512.21
ROSEAU CITY	27,246.84
ROSEAU RIVER WATERSHED DIST	25,047.36
SCHOOL DIST 2683	7,999.48
SCHOOL DIST 676	12,235.36
SCHOOL DIST 682	94,167.97
SCHOOL DIST 690	76,260.89
SPRINGSTEEL ISLAND SANITARY DISTRICT	13,357.57

TOWN OF DIETER	2,305.46
TOWN OF JADIS	3,421.50
TOWN OF LAKE	14,490.52
TOWN OF LAONA	2,509.62
TOWN OF MALUNG	2,656.67
TOWN OF MORANVILLE	2,946.15
TOWN OF SPRUCE	2,307.63
TOWN OF STAFFORD	3,412.87
TWO RIVERS WATERSHED DISTRICT	5,568.30
WARROAD CITY	36,506.49
WARROAD WATERSHED DISTRICT	2,413.08
31 Payments less than 2,000.00	22,834.42
<b>Final Total:</b>	<b>372,149.07</b>

**Warrants Approved For Payment 8/06/2020 (Warrant #143845-143845)**

<u>Vendor Name</u>	<u>Amount</u>
LIFECARE MEDICAL CENTER	119,681.12
<b>Final Total:</b>	<b>119,681.12</b>

**Warrants Approved For Payment 8/06/2020 (Warrant #143846-143859)**

<u>Vendor Name</u>	<u>Amount</u>
KNIFE RIVER MATERIALS	82,913.62
MN DEPT OF FINANCE -TREAS	3,685.50
POLARIS INDUSTRIES INC	4,432.56
RIVERFRONT STATION	2,149.97
10 Payments less than 2,000.00	4,081.79
<b>Final Total:</b>	<b>97,263.44</b>

**Warrants Approved On 8/11/2020 For Payment 8/14/2020 (Warrant #143860-143916)**

<u>Vendor Name</u>	<u>Amount</u>
COULOMBE CONSULTING	5,040.00
GARTNER REFRIGERATION CO	12,699.42
HOFFMAN PHILIPP & KNUTSON	11,560.00
JOHNSON CONTROLS	5,053.00
MN DEPT OF TRANSPORTATION	7,265.52
ONSOLVE	13,000.00
ROSEAU TIMES REGION INC	2,368.55
SEACHANGE	13,079.07
SJOBORG'S INC	6,014.95
48 Payments less than 2,000.00	27,952.16
<b>Final Total:</b>	<b>104,032.67</b>

**CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the July 28, 2020, Regular Board Proceedings; approved the August 4, 2020, Special Board Meeting Proceedings; approved a Resolution of Support for the Veteran Services Office Operational Enhancement Grant; and, accepted a \$1,000.00 donation from HELPP, Inc. to be allocated to the Veteran Services Office.

**DEPARTMENT REPORTS**

## **Building Maintenance**

### **Building Maintenance Supervisor Job Description Revision/MRA Rating**

Coordinator Pelowski presented the results of the job description revision/re-rating process conducted for the Building Maintenance Supervisor position. Following review of the information presented, a motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried by a 4-0 vote, (Commissioner Wicklund abstained from the vote), to approve the following: the revised job description for the position; the MRA rating of 326 points for the position, (Center Grade 8; Extended Range(s) 7 & 9); and, to move the Building Maintenance Supervisor to a Grade 8, Step C pay grade, effective August 10, 2020.

In addition, Commissioner Swanson asked Building Maintenance Supervisor Trinka for an update on the old LEC project. After a lengthy discussion, there was no Board action taken.

## **COMMITTEE REPORTS**

### **COUNTY BOARD ITEMS**

#### **Road Vacation Process**

County Attorney Kjos provided an outline of the process involved when vacating a designated roadway, including the requirement to conduct a public hearing. After discussion, Commissioner Swanson made a motion, seconded by Commissioner Horner, and carried unanimously to set a Public Hearing date of October 13, 2020, 9:00 a.m., in the County Board meeting room.

#### **Warroad River Watershed District Appointments**

The Board reviewed the applications of Keith Landin and William Thompson to fill the two open positions on the Warroad River Watershed Board (WRWB). A motion to re-appoint Keith Landin and William Thompson to three-year terms on the WRWB, commencing September 19, 2020, and concluding on September 18, 2023, was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously.

#### **COVID-19 Situation Update**

Emergency Manager Grafstrom provided an update for the Board; including, the State's recommendation for re-opening schools based on each school district's 14-day COVID positive case rate; the schools in Roseau County are planning to start in-person learning with options available for distance learning; and, LifeCare Public Health has signed contracts for two housing units to be available for COVID positive cases that need to be quarantined.

Coordinator Pelowski provided an update on CARES Act funding that has been received by the County. Northwest Community Action has mailed packets of information, including Application Forms, to approximately 130 Roseau County small businesses. The CARES funding would be available to businesses who have suffered uncompensated loss of revenues because of the COVID-19 pandemic. The maximum grant available to each eligible business will be \$10,000.00 during the initial round of funding. In addition, Pelowski emphasized the fact that each Township, with a population exceeding 200 people, needs to complete and submit a Certification Form to the State by September 15, 2020, in order to receive their share of the funding. If they miss that deadline, the money designated to that Township would remain with the State. Finally, Coordinator Pelowski suggested the Board add Treasurer Gregerson to the County CARES Act Committee. Following discussion, a motion to appoint County Treasurer Diane Gregerson to the CARES Act Committee

was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously.

Extension Committee Appointment

The Committee has been one member short since Matt Ullwelling left the Committee. Heidi Lien has agreed to fill that vacancy. Commissioner Swanson made a motion to approve the appointment of Heidi Lien to the Extension Committee, seconded by Commissioner Walker, and carried unanimously.

Commissioner Committee Reports (July 28 – August 11, 2020)

Commissioner Falk reported on the following committee(s): Special County Board Meeting; Roseau River Watershed Board Meeting; Northern Counties Land Use Coordinating Board Meeting; Tour of Norfarm Seeds.

Commissioner Horner reported on the following committee(s): Special County Board Meeting; CN Railroad Quiet Zone Meeting.

Commissioner Swanson reported on the following committee(s): Roseau Economic Development Authority Meeting; Polaris Community Meeting; Emergency Management COVID Stakeholders Meeting; Roseau City Council; Special County Board Meeting; Roseau County "CARES" Act Committee Meeting; Community Justice Coordinating Committee Meeting; Association of Minnesota Counties Blue Ribbon Task Force Meeting; National Association of Counties "CARES" Act Webinar; Roseau County Extension Committee Meeting.

Commissioner Walker reported on the following committee(s): Special County Board Meeting.

Commissioner Wicklund reported on the following committee(s): Special County Board Meeting; Northwest Regional Development Commission Meeting.

Upon motion carried, the Board adjourned the Regular meeting at 9:55 a.m. The next Regular meeting of the Board is scheduled for Tuesday, August 25, 2020, at 8:30 a.m.

Attest:

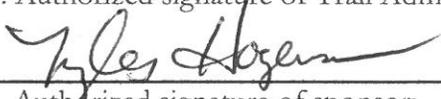
Date: \_\_\_\_\_

\_\_\_\_\_  
Jeff Pelowski, County Coordinator  
Roseau County, Minnesota

\_\_\_\_\_  
Roger Falk, Chair  
Board of County Commissioners  
Roseau County, Minnesota



 OHV Trails Assistance Program <b>Request for Reimbursement (FORM 5)</b>		<b>7 B DEPARTMENT USE ONLY</b> FY                      Purchase Order Number #	
<b>1. Off-highway Vehicle Trail information</b>			
1A. Trail or trail system name:		1B. Date:	
Roseau Low Sportsman Club		8/18/2020	
1C. Club name:		1D. Sponsor name:	
Reimbursement period start date (for this request):		Reimbursement period end date (for this request):	
2. Description of work accomplished:			
Trail Work, & Trail head Maintenance, Rock + Gravel trail updates Development accomplishments) <span style="float: right;">Lowland</span> Number of miles constructed to date Number of bridges Number of parking areas Maintenance accomplishments) Number of miles maintained (this reimbursement only) Trail width Number of miles traveled by grooming equipment (shared winter trails only)			
<b>3. Project Cost Breakdown and Explanation</b>			
3A. Administration			
Explanation: 10 x 15		150. <sup>00</sup>	
3B. Acquisition / relocation			
Explanation:			
3C. Construction			
Description:			
3D. Facilities			
Description:			
3E. Trail system map printing			
Explanation:			
<b>Total cost (Sum 3A – 3E):</b>		<b>Total reimbursable amount of cost (Up to 65% of Total cost sum 3A – 3E):</b>	
150. <sup>00</sup>		\$ 97.5	
3F. Maintenance Rebuild Low spots on Trail, from Rain		5145.60	
Explanation:			
3G. Grooming (only used for winter OHV trail maintenance to re-shape snow) Explanation:			
3H. Liability insurance (maximum state allowed \$1,500 per year) Explanation:			
<b>Total cost (Sum 3F – 3H):</b>		<b>Total reimbursable amount of cost (Up to 90% of Total cost sum 3F – 3H):</b>	
5145.60		4631.04	

<b>4. Grant</b>			
4A. Total cost of project Total cost (Sum 3A – 3E) + Total cost (Sum 3F – 3H)		4B. Total Grant Request Total grant request (Up to 65% of Total cost sum 3A – 3E) + Total Grant request (Up to 90% of Total cost sum 3F – 3H) State's Co:	
5295.60		4728.54	
4C. Balance remaining from previous grants:		4D. Grant balance after this request for reimbursement	
FY _____			
FY _____			
<b>5. Sponsor approval. I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.</b>			
5A. Authorized signature of Trail Administrator:		5B. Date of signature:	
		8/18/2020	
5C. Authorized signature of sponsor:	5D. Name and Title:	5E. Date of signature:	
6. Required Attachments. Check if applicable.			
6A. Yes <input type="checkbox"/> No <input type="checkbox"/> Any Bids Required?			
6B. Yes <input type="checkbox"/> No <input type="checkbox"/> Original Signatures on all copies?			
6C. Yes <input type="checkbox"/> No <input type="checkbox"/> Signed Work Logs?			
6D. Yes <input type="checkbox"/> No <input type="checkbox"/> Invoices Included for Purchases and Services Over \$100.00?			
<b>7. DEPARTMENT USE ONLY This invoice approved for payment by:</b>			
Parks and Trails Area Supervisor (print name)			Date of signature:
Payment Status	Date	FY	Amount
<input type="checkbox"/> Final	Vendor Number:		CFMS Number:
<input type="checkbox"/> Partial			Parks and Trails Area Supervisor signature
	Invoice Number		
Notes:			

# Operator's Work Log Sheet Hours and Rate (FORM 6)

Trail Name		Sponsor										Year						
Date Month /Day (1)	Operator Name (2)	Labor			Mode of Transportation (6)	Transportation			Other Equipment (Include Make & Model) (10)	Other Equipment			TOTAL COST (14)	Work & Location (15)	Expenditure Type Code (16)			
		Hours (3)	Rate (4)	Cost (5)		Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)	Cost (13)						
8/6	Myles	5	15	75	1/2 ton	72	.58	41.76										
8/6	Loire	5	15	75														
6/23	Don Jackson								Mowing Corps	9.5	65							
6/23	Don Jackson								Mowing Corps	4	43.75							
8/10	Jodi	8	20.00	160	Rough	73	.58	42.34	Chain Saw	3	3.50	10.5						
8/28	Jodi	12	20.00	240	Rough	81	.58	46.98	Chain Saw	6	3.50	21.00						
NOTES:												\$	Total Cost (20)					

Signature (21) \_\_\_\_\_ Date (22) \_\_\_\_\_

I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.

A. ADMINISTRATION  
 B. ACQUISITION / RELOCATION  
 C. CONSTRUCTION

D. FACILITIES  
 E. TRAIL SYSTEM MAP PRINTING  
 F. MAINTENANCE

G. GROOMING (only used for winter OHV trail maintenance by dragging a trail to re-shape snow)  
 H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year)

# Operator's Work Log Sheet Hours and Rate (FORM 6)

Trash Name		Sponsor											Year			
Date Month /Day (1)	Operator Name (2)	Labor			Mode of Transportation (6)	Transportation			Other Equipment Used (include Make & Model) (10)	Other Equipment			TOTAL COST (14)	Work & Location (15)	Expenditure Type Code (16)	
		Hours (3)	Rate (4)	Cost (5)		Hours (7)	Rate (8)	Cost (9)		Hours (11)	Rate (12)	Cost (13)				
7/31	STEVE STASKOBS	8 hr	20	160	TRON Trailers	6 hr	1.10	66.00	TRACKER	7 hr	50	350	578.00			
7/30	Myles A	6.5	20	130	1 TRON Trailer	9 hr	1.00	108.70	ASU	5.5	50	275	571.70			
7/30	Loren A	6.5	15	97.50	Pickup	2.5	.58	14.5					112.00			
7/31	Myles	5.5	15	82.5									82.50			
7/31	Loren	5.5	15	82.5	Rough	.58	67	38.86					121.36			
8/4	Myles	6	15	90									90.00			
8/4	Loren	6	15	90	Rough	.58	47	27.2					117.26			
		Cost (17)			Cost (18)			Cost (19)			TOTAL COST (14)		Total Cost (20)			
		\$			\$			\$			\$		\$			
NOTES: Signature (21) _____ Date (22) _____ I hereby certify that the materials and/or services shown on this document and/or attached invoices have been delivered, that this is my only original invoice and is correct and just and that no part of same has been paid.																

A. ADMINISTRATION  
 B. ACQUISITION / RELOCATION  
 C. CONSTRUCTION

D. FACILITIES  
 E. TRAIL SYSTEM MAP PRINTING  
 F. MAINTENANCE

G. GROOMING (only used for winter OHV trail maintenance by  
 dragging a trail to re-shape snow)  
 H. LIABILITY INSURANCE (maximum state allowed \$1,500 per year)

**ANDREW J. STOSKOPF TRKG, INC**

P.O. Box 23  
Warroad, MN 56763  
218-386-4810  
ajstrucking379@hotmail.com



**INVOICE**

**BILL TO**

Roseau/LOW Sportsman  
Club  
PO Box 197  
Warroad, MN 56763

**INVOICE # 6601**

**DATE 07/31/2020**

**DUE DATE 08/15/2020**

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DATE	ACTIVITY	QTY	RATE	AMOUNT
07/29/2020	<b>Granite/Gravel/Dirt:Dirt Work</b> 10 yards 4" Rock	10	45.00	450.00

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Thank you for your business.

**BALANCE DUE**

**USD 450.00**

~~STOSKOPF TRKG, INC~~  
Box 23  
Warroad, MN 56763  
218-386-4810  
ajstrucking379@hotmail.com



INVOICE

**BILL TO**  
Roseau/LOW Sportsman  
Club  
PO Box 197  
Warroad, MN 56763

**INVOICE # 6528**  
**DATE 07/20/2020**  
**DUE DATE 08/04/2020**

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/16/2020	<b>Granite/Gravel/Dirt:Dirt Work</b> 20 yards Granite Road Base / spread with truck	20	40.00	800.00

*Paid*

Thank you for your business.

BALANCE DUE

**USD 800.00**

Carp's Pitt

UP NORTH Mowing and More LLC

29634 690<sup>th</sup> Ave  
Roosevelt, MN. 56673

6/16 6-23 7/7

1 Mowing		150.00							
2 Brush Cutting	4.0			200.00					
3. Tractor Work									
4 Misc.									

Mowing Hours        X \$ 35.00 per Hour = 150.00  
 Tractor Hours 4.0 X \$ 65.00 per Hour = 260.00  
 Mileage       

Total Billed 410.00 *already paid*

Billed out 6/23/2020  
 Past due

Billed 7-28 200.00  
 Total due

6/10 410.00 Pd  
 200.00 Due  
 6/10.00/2020  
 Paid

Carps' Pitt

UP NORTH Mowing and More LLC

29634 690<sup>th</sup> Ave  
Roosevelt, MN. 56673

1 Mowing	7-29								
2 Brush Cutting									
3. Tractor Work									
4 Misc.									

Mowing Hours 4.0

Tractor Hours \_\_\_\_\_

Mileage \_\_\_\_\_

Total Billed 175.<sup>00</sup>

Billed 8/17/2020



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Consent 3 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 25, 2020	<b>Originating Department:</b> Sheriff
<b>Subject Title (as it will appear on the Agenda):</b> Advertise to Hire – Jail/Dispatcher(s)		<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 approval to advertise to hire part-time jail/dispatchers.		
<b>Background:</b> There is a need to add additional part-time jail/dispatchers as we need to replace a full-time jail/dispatcher who is retiring; we need to fill an existing full-time deputy shift; and, the MN Department of Corrections is requesting additional staffing at the jail.		
<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> Department Reports 1a <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 25, 2020	<b>Originating Department:</b> Highway
<b>Subject Title (as it will appear on the Agenda):</b> Final Payment – Olson Construction TRF, Inc.		<b>Presenter:</b> Daryle Dahl
<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 approval of the final payment to Olson Construction TRF, Inc., S.A.P. 068-598-038, Br. 68J51, Box Culvert Installation on County Road 119, in the amount of \$5,206.10.		
<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 checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



# Roseau County Request for Board Action

<b>Agenda Item #:</b> Department Reports 1b <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 25, 2020	<b>Originating Department:</b> Highway
<b>Subject Title (as it will appear on the Agenda):</b> Final Payment – Simmons Contracting		<b>Presenter:</b> Daryle Dahl
<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 approval of the final payment to Simmons Contracting, 2019 Fall Flood Project, County Ditch 23, Slope Failure Repair and Turf Establishment, in the amount of \$69,780.00.		
<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 checked="" type="checkbox"/> Department Reports <input type="checkbox"/> Committee Reports <input type="checkbox"/> County Board Items <input type="checkbox"/> Other _____		



# Roseau County Request for Board Action

<b>Agenda Item #:</b> County Board Item 1 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 25, 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/Department Heads
		<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 checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
<b>Board Action Requested:</b> Continued discussion of the County's ongoing response to the COVID-19 pandemic, including:  > County Update > CARES Act Program Update > CARES Act Funding Allocation Policy > Employee Temporary Policy Revision		
<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 _____		

## APPENDIX A

### COUNTY OF ROSEAU TEMPORARY EMPLOYEE POLICY IN RESPONSE TO THE COVID-19 EPIDEMIC AUGUST 25, 2020 REVISION

Deleted: JUNE 2

#### **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; revised August 25, 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.

- “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 until rescinded or 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).*

**Deleted:** Those employees with low benefit balances shall have the option to take unpaid leave or accrue a negative sick leave balance, which will be paid back at the normal accrual rate.

**Deleted:** through July 7, 2020, unless



# 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>	August 25, 2020	<b>Originating Department:</b> Commissioner
<b>Subject Title (as it will appear on the Agenda):</b> Highway Department Facility Replacement Project		<b>Presenter:</b> John Horner
		<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 checked="" type="checkbox"/> 15 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> >30 minutes
<b>Board Action Requested:</b> Continued discussion concerning the possible replacement of the County Highway Department Facility in Roseau.		
<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 3 <small>(for office use only)</small>		
<b>Requested Board Date:</b>	August 25, 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

AUGUST 11, 2020 - HIGHWAY COMMITTEE

AUGUST 11, 2020 - JADIS TOWN BOARD; "CARES" Act discussion

AUGUST 12, 2020 - ASSOCIATION OF MINNESOTA COUNTIES

AUGUST 13, 2020 - STATEWIDE EMERGENCY COMMUNICATIONS BOARD FINANCE COMMITTEE; grants process discussion

AUGUST 13, 2020 - JUVENILE DETENTION ALTERNATIVES INITIATIVE; several applications for JDAI Coordinator have been received

AUGUST 13, 2020 - TEAM 'EPIC'; fall activities during COVID

AUGUST 14, 2020 - PRIMARY ELECTION CANVASSING BOARD

AUGUST 17, 2020 - EMERGENCY MANAGEMENT COVID STAKEHOLDERS; County still well under cases per 10,000 as related to re-opening schools

AUGUST 17, 2020 - ASSOCIATION OF MINNESOTA COUNTIES RESEARCH COMMITTEE; 'CARES' Act

AUGUST 17, 2020 - ROSEAU SCHOOL BOARD

AUGUST 18, 2020 - SOCIAL SERVICES BOARD

AUGUST 19, 2020 - UNIVERSITY of MINNESOTA EXTENSION CITIZENS ADVISORY COUNCIL

AUGUST 20, 2020 - ASSOCIATION OF MINNESOTA COUNTIES EXTENSION COMMITTEE