

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

June 2, 2020

The Board of Commissioners of Roseau County, Minnesota met in Special Session held at the Courthouse in the City of Roseau, Minnesota on Tuesday, June 2, 2020.

CALL TO ORDER

The Special Meeting was called to order at 8:30 a.m. by Board Chair Roger Falk. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, John Horner, Russell Walker, and Daryl Wicklund. Jack Swanson attended through WebEx. Others attending through WebEx were Jeff Pelowski, Joleen Kezar, Kristy Kjos, Brian Ketring, Martie Monsrud, Sue Grafstrom, Diane Gregerson, Martin Howes, Karla Langaas, Liz Lund, Pam Shaw, Chris Stauffer, Cindy Tangen, and Mike Trinka.

APPROVAL OF AGENDA

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

COMMENTS AND ANNOUNCEMENTS

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

COUNTY BOARD ITEMS

Roundtable Discussion – Department Heads

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

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

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

Coordinator – Coordinator Pelowski provided a handout with options available when conducting future Board meetings. Following discussion, a motion to continue holding the meetings

electronically, via WebEX, was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously, (roll call vote). It was noted that the Roseau River Watershed District will be holding a Public Meeting on June 3, 2020, at 9:00 a.m., regarding the County Ditch 16 system.

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

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

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

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

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

COVID-19 Pandemic – Situation Update

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

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

Temporary Employee Policy - Correction:

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

APPENDIX A

COUNTY OF ROSEAU

TEMPORARY EMPLOYEE POLICY IN RESPONSE TO THE COVID-19 EPIDEMIC

JUNE 2, 2020 REVISION

Please review the following information carefully:

Based upon the most recent developments in the Pandemic (Covid-19), the State and Federal Governments have each declared a State of Emergency, and the Roseau County Board of Commissioners, at an Emergency Meeting held on March 19, 2020, has issued an Emergency Declaration.

This notice is to provide the temporary policy and anticipated protocol which the County will utilize for all County employees. This guidance is subject to change based upon the fluidity of the Pandemic and recommendations of local, State and Federal agencies.

This shall be the guidance for work commencing Friday, March 20, 2020; revised April 14, 2020; revised May 12, 2020; revised June 1, 2020; revised June 2, 2020; and, may change by Board action at a later date.

In order to help maintain the health and safety of its employees and members of the community, the following temporary policies shall be implemented:

1) Employee or Household Illness

- If an employee, or a person in the employee's household, or a person under the care of an employee, is sick with flu-like symptoms, as defined by the CDC, the employee must stay home. If an employee needs to stay home, they must notify their Supervisor as soon as practically possible. If approved by their Supervisor, the employee will be paid at their normal rate of pay (hours).

2) Exposure in the Workplace

- If an employee, or if someone in an employee's household, has come in contact with a person who tested positive, or is awaiting test results, for COVID-19, they must notify their Supervisor and the Coordinator's Office immediately. If required to self-isolate or monitor, the employee will be paid at their normal rate of pay (hours).

3) Flexible Work Arrangements

- The Board is directing Department Heads to allow the following work arrangements in order to minimize possible Staff exposure:
 - A) Work from Home Option: If it is determined by the Department Head that you can adequately perform your work duties from home, and IT has determined that the employee can access the data necessary to perform those duties from home, then employees may do so.
 - Employees who work remotely must make arrangements with their Supervisor to determine work schedules and work hours.
 - Due to the fact that the County has limited ability to allow employees to work from home, "At Risk" employees, as defined by the MDH or by their personal physician, will be given first priority when determining the ability to work from home, assuming it is possible to perform their duties as determined by the Department

Head and IT. "At Risk" is defined as: people over 60 years of age; people with underlying conditions including heart disease, lung disease, or diabetes; people who have weakened immune systems; people who are pregnant; and/or people who have been identified by their personal physicians.

B) Voluntary Time Off (VTO) and Unpaid Time Off Option(s): All employees may be given the option to request from their Department Head to take leave on a voluntary basis. For either VTO or unpaid time off, employees have the option, if approved by Department Head, to take vacation, sick, comp, and/or holiday pay in lieu of unpaid time off if they so choose. Those employees with low benefit balances shall have the option to take unpaid leave or accrue a negative sick leave balance, which will be paid back at the normal accrual rate.

- "At Risk" employees, as defined by the MDH or by their personal physician, will be given first priority when considering voluntary time off requests. "At Risk" is defined as: people over 60 years of age; people with underlying conditions including heart disease, lung disease, or diabetes; people who have weakened immune systems; people who are pregnant; and/or people who have been identified by their personal physicians.
- Employees may be called in to work as situations change/evolve.
- All benefits will continue to accrue during VTO and unpaid time off.
- All requests will be considered by Department Heads based on in-office needs.

NOTE: This revised Policy will remain in effect through **July 7, 2020**, unless amended by the Board.

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

Roseau County Highway FEMA Projects & 2019 Fall Flood Project - Contracts

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

1. A motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote), to approve the contract with Holthusen Construction for removing and installing a culvert in County Ditch 21, LAT. 2.
2. A motion was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote), to approve the contract with Holthusen Construction for removing and installing a culvert in County Ditch 21, LAT. 2.
3. A motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously, (roll call vote), to approve the contract with Simmons Contracting for slope failure repair and turf establishment on County Ditch 21, LAT. 2.
4. A motion was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously, (roll call vote), to approve the contract with

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

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

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

Agreement for Highway Engineer Services between Roseau County and Kittson County

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

County Road 7 Discussion

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

Unfinished Business

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

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

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

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