

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 Trinka, 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 29th. 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
Final Total:	5,320,169.27

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
Final Total:	172,881.72

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
Final Total:	30,930.41

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
Final Total:	171,411.56

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