

# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

July 14, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, July 14, 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, Brian Ketring, Kristy Kjos, Sue Grafstrom, Mike Trinka, and Rich Gross.

## APPROVAL OF AGENDA

Board Chair Falk proposed adding a Tax Court-related discussion to County Board items, which would require the Board to close the meeting per MN Statute 13D.05, Subd. 3(b); Building Maintenance Supervisor Trinka requested the addition of several Building Committee-related items to Department Reports; and, Engineer Ketring requested the addition of a pay grade revision request to Department Reports. A motion to approve the amended Agenda was made by Commissioner Swanson, seconded by Commissioner Wicklund, and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

Commissioner Horner commented on an e-mail sent to the Commissioners regarding the County Engineer.

## APPROVE BILLS

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

### Warrants Approved For Payment 6/25/2020 (Warrant #143559-143568)

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	3,118.10
KNIFE RIVER MATERIALS	3,006,156.09
8 Payments less than 2,000.00	3,844.85
<b>Final Total:</b>	<b>3,013,119.04</b>

### Warrants Approved For Payment 7/02/2020 (Warrant #143569-143577)

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN GROUP	3,602.13
LIFECARE MEDICAL CENTER	28,037.06
MN DEPT OF FINANCE -TREAS	2,113.00
SUN LIFE ASSURANCE COMPANY OF CANADA	2,180.46
5 Payments less than 2,000.00	3,280.05
<b>Final Total:</b>	<b>39,212.70</b>

### Warrants Approved For Payment 7/09/2020 (Warrant #143578-143595)

<u>Vendor Name</u>	<u>Amount</u>
MN DEPT OF FINANCE -TREAS	3,574.50
RIVERFRONT STATION	2,628.96
ROSEAU CITY	12,656.06
15 Payments less than 2,000.00	6,640.24
<b>Final Total:</b>	<b>25,499.76</b>

**Warrants Approved On 7/14/2020 For Payment 7/17/2020 (Warrant #143596-143674)**

<u>Vendor Name</u>	<u>Amount</u>
B&H PHOTO VIDEO	5,253.54
COULOMBE CONSULTING	5,600.00
FARMERS UNION OIL CO-WARROAD	3,840.28
HANSON SALES	3,440.02
HOLTHUSEN CONSTRUCTION INC	37,453.15
JOHNSON OIL CO INC	3,974.01
NORTHERN RESOURCES COOPERATIVE	16,782.63
POWER PLAN	6,911.19
RDO EQUIPMENT COMPANY	3,373.74
REGENTS OF U OF MINNESOTA	20,804.30
ROSEAU CO COOP ASSN	6,419.38
ROSEAU CO HWY DEPT	17,341.25
ROSEAU COUNTY FORD	36,080.89
SEACHANGE	12,448.79
SIMMONS CONTRACTING LLC	3,000.00
TAFT STETTINIUS & HOLLISTER LLP	11,532.60
63 Payments less than 2,000.00	30,454.39
<b>Final Total:</b>	<b>224,710.16</b>

**CONSENT AGENDA**

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the June 23, 2020, Regular Board Proceedings; approved the July 7, 2020, Special Board Meeting Proceedings; and, accepted a \$2,000.00 anonymous donation to the Sheriff's Department.

**DEPARTMENT REPORTS**

**Building Committee**

Courthouse Complex Duct Work

Building Maintenance Supervisor Trinkka, representing the Building Committee, requested approval from the Board to have the ductwork in the Courthouse and Sheriff's Department cleaned at an estimated cost of \$17,345.00. Following discussion, Commissioner Swanson made a motion, seconded by Commissioner Walker, and carried unanimously to approve the project.

Clock Tower Lighting

Building Maintenance Supervisor Trinkka requested Board approval to replace the existing clock tower lighting with LED lights. Currently, only one of the four lights are working. The estimated cost to replace the lighting is \$6,050.00. After discussion, Commissioner Horner made a motion to approve replacing the clock tower lighting to LED lights, seconded by Commissioner Wicklund, and carried unanimously.

Old LEC Remodel Review

Building Maintenance Supervisor Trinkka requested two Commissioners join him on a tour of the old LEC building and review the proposed renovation plan. Following discussion,

Commissioners Falk and Swanson agreed to meet with Supervisor Trinkka on July 24, 2020, to tour the building and review the project plans.

## **Highway Department**

### **Pay Grade Revision Request**

Engineer Ketring met with the Board to request a payroll change for the Survey Crew Chief position from an extended range Grade 7 to a center Grade 8. Following discussion, a motion to approve the payroll change was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously.

## **COUNTY BOARD ITEMS**

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

Emergency Manager Grafstrom provided an update for the Board; including, positive COVID-19 cases in Roseau County has increased to 30; Governor Walz has continued his Peace Time Emergency Order through August 12, 2020; he is considering requiring wearing face masks when out in public; and, the Department of Education will be making a decision concerning the operation of school districts by July 27, 2020.

Coordinator Pelowski provided a handout as a “starting point” for the discussion regarding the distribution of CARES Act funding. The Board reviewed the information and agreed with the recommendation to create a CARES Act Committee. Mr. Pelowski also provided a “draft” document entitled *Eligibility & Program Guidance for Eligible Applicants for the Roseau County COVID-19 Relief Grant Program* for Board review. Following discussion, Commissioner Horner made a motion, seconded by Commissioner Walker, and carried unanimously to approve the creation of a CARES Act Committee to include Commissioners Swanson and Wicklund, Auditor/Recorder Monsrud, Emergency Manager Grafstrom, and Coordinator Pelowski.

## **CLOSED MEETING**

At 9:30 a.m., Commissioner Wicklund made a motion, seconded by Commissioner Swanson, and carried unanimously to close the meeting per MN Statute 13D.05, Subd. 3(b), (ie. attorney-client privilege provision), in order to discuss a Tax Court-related item. At 10:25 a.m., Commissioner Swanson made a motion, seconded by Commissioner Walker, and carried unanimously to reopen the meeting. There was no Board action taken.

### **Commissioner Committee Reports (June 23 – July 14, 2020)**

Commissioner Falk reported on the following committee(s): Special County Board Meeting; Tax Court Committee Meeting(s); Building Committee Meeting.

Commissioner Horner reported on the following committee(s): Special County Board Meeting; Warroad City Council Meeting.

Commissioner Swanson reported on the following committee(s): Roseau Economic Development Authority Meeting; National Association of Counties (NACo) Community, Economic & Workforce Development Teleconference; Roseau School Board Meeting; NACo Data Driven Justice Research and Planning Teleconference; Association of Minnesota Counties (AMC) Jury Trials Teleconference; Community Justice Coordinating Committee Meeting; Emergency Management COVID Teleconference; Roseau City Council Meeting; Special County Board Meeting; Northwest Emergency Communication Board Meeting; AMC Blue Ribbon Commission Meeting; Juvenile Detention Alternatives Initiative (JDAI) True North Collaborative Meeting; Statewide Emergency Communications Board Finance Committee Meeting.

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

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

Upon motion carried, the Board adjourned the Regular meeting at 10:50 a.m. The next Regular meeting of the Board is scheduled for Tuesday, July 28, 2020, at 8:30 a.m.

Attest:

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

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Jeff Pelowski, County Coordinator  
Roseau County, Minnesota

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