

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

July 28, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, July 28, 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. Others present were Martie Monsrud, Jeff Pelowski, Joleen Kezar, Kristy Kjos, Sue Grafstrom, Diane Gregerson, Liz Lund, Daryle Dahl, Ryan Murray, Charity Brault, Heather Harbott, and John Wynne.

APPROVAL OF AGENDA

Commissioner Swanson requested the addition of a road reversion in Jadis Township to Department Reports. Coordinator Pelowski requested the addition of the Highway Facility HVAC Repairs to Department Reports; and, requested the addition of the Board of Architecture findings regarding a complaint filed against our County Engineer to County Board Items. A motion to approve the amended Agenda was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski requested Board direction regarding the upcoming August 4, 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. This meeting will be held at the Roseau City Center, 2nd Floor Council Chambers, to accommodate the social distancing requirement. Coordinator Pelowski requested direction from the Board regarding the proposed "Quiet Zone Project" in the City of Warroad and Lake Township. The County will be represented by Commissioner Horner and Assistant Engineer Daryle Dahl at the next Project meeting. Auditor/Recorder Monsrud informed the Board that the July property tax settlement checks will be distributed early next week.

APPROVE BILLS

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

Warrants Approved For Payment 7/16/2020 (Warrant #143675-143685)

<u>Vendor Name</u>	<u>Amount</u>
CENTURYLINK	3,115.22
CO-OP SERVICE INC	2,085.06
ROSEAU/LOW SPORTSMAN CLUB	29,058.44
SATHER LAW OFFICE	6,904.45
VERIZON WIRELESS	2,151.34
6 Payments less than 2,000.00	1,671.58
Final Total:	44,986.09

Warrants Approved For Payment 7/23/2020 (Warrant #143686-143693)

<u>Vendor Name</u>	<u>Amount</u>
KNIFE RIVER MATERIALS	203,679.12
OLSON CONSTRUCTION TRF INC	77,065.90
SATHER LAW OFFICE	5,650.14

5 Payments less than 2,000.00	2,126.72
Final Total:	288,521.88

Warrants Approved On 7/28/2020 For Payment 7/31/2020 (Warrant #143694-143768)

<u>Vendor Name</u>	<u>Amount</u>
DELL MARKETING LP	8,670.81
DEPARTMENT OF CORRECTIONS	36,268.64
HDR ENGINEERING INC.	5,011.00
HOUSTON ENGINEERING	16,862.00
JOHNSON CONTROLS	7,952.00
LIFECARE MEDICAL CENTER-HOME HEALTH	2,043.13
M & R SIGN CO INC	18,871.72
MAR-KIT LANDFILL	46,583.50
MN COUNTIES COMPUTER COOP	2,130.00
MN DEPT OF EMPLOYMENT	5,088.17
MSOP-MN SEX OFFENDER PROGRAM-D	4,716.00
NINTH JUDICIAL DISTRICT	32,543.86
PENNINGTON CO SHERIFF	4,898.35
R & Q TRUCKING INC	3,283.25
RDO TRUCK CENTER CO.	6,717.40
ROSEAU CO COOP ASSN	12,390.75
ROSEAU CO HWY DEPT	14,591.96
SUMMIT FOOD SERVICE-DBA	5,640.49
TAFT STETTINIUS & HOLLISTER LLP	10,472.80
TRITECH SOFTWARE SYSTEMS	8,000.00
TRUE NORTH STEEL	36,003.35
UNIVERSITY OF NORTH DAKOTA	3,092.65
WYNNE CONSULTING INC	22,500.00
ZIEGLER INC	237,891.89
51 Payments less than 2,000.00	22,439.85
Final Total:	574,663.57

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Charity Brault, Executive Director – NW MN Multi-County HRA

Ms. Brault, accompanied by Heather Harbott and John Wynne, provided a program update to the Board on the activities the HRA is involved with in Roseau County. There was no Board action taken.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the July 14, 2020, Regular Board Proceedings; approved the Roseau River Watershed District Board Appointment Advertisement; approved the Two Rivers Watershed Board Appointment Advertisement; approved the UCare Medicare Group Plan for retired County employees; and, approved a temporary on-sale liquor license for the American Legion Post #24 to serve a private event.

DEPARTMENT REPORTS

Highway

Final Payment – S & R Reinforcing, Inc.

Assistant Engineer Dahl requested Board approval to make final payment, in the amount of \$21,430.75, to S & R Reinforcing, Inc. for the bridge replacement project in Hereim Township. Following discussion, Commissioner Walker made a motion, seconded by Commissioner Wicklund, and carried unanimously to approve the final payment request.

2019 Fall Flood Disaster Gravel Projects Contracts

Assistant Engineer Dahl requested Board approval to accept bids for gravel projects contracts in the Greenbush, Wannaska, and Roseau areas. The lowest bid for the Wannaska area was from Conn Trucking for \$36,439.20. Commissioner Walker made a motion, seconded by Commissioner Horner, and carried unanimously to accept the contract with Conn Trucking. The lowest bid for the Roseau area was from R & Q Trucking for \$26,460.00. Commissioner Swanson made a motion, seconded by Commissioner Walker, and carried unanimously to accept the contract with R & Q Trucking. The lowest bid for the Greenbush area was from R & Q Trucking for \$58,800.00. Commissioner Wicklund made a motion, seconded by Commissioner Walker, and carried unanimously to accept the bid from R & Q Trucking.

Road Reversion in Jadis Township

Commissioner Swanson requested Board approval for a Road Reversion in Jadis Township. The road is currently where old Highway 11 and County Road 15 meet. The property owners are Dennis Johnson and Chad Bakke. Following discussion, Board consensus was to refer this item to Attorney Kjos for review, and then take possible action at a future County Board Meeting.

Highway Facility HVAC System

Assistant Engineer-Maintenance Ryan Murray met with the Board to discuss the quotes received for a new HVAC system for the Highway facility in Roseau. Quotes were received from Northwoods Heating & Cooling and Dvergsten Heating & Cooling. The lowest bid was from Dvergsten for \$41,130.00. After discussion, a motion to approve the contract with Dvergsten Heating & Cooling was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously. There was also discussion on the need for window and door replacements. Assistant Engineer Dahl will request quotes for window and door replacements at the facility and present that information to the County Board at a future meeting.

Auditor

Joint Powers Agreement with the Secretary of State

Auditor/Recorder Monsrud requested Board approval to execute a Joint Powers Agreement with the Secretary of State for a possible recount for the 2020 Primary Election and the 2020 General Election. Following discussion, a motion to approve the Joint Powers Agreement was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously.

COUNTY BOARD ITEMS

Engineering Agreement

Assistant Engineer Dahl requested the Board defer the Engineering Agreement with Pennington County to the August 4, 2020, Special Board Meeting due to a delay in receiving the Agreement from Pennington County.

Interim Highway Department Supervisor

Coordinator Pelowski requested Board approval to appoint Assistant Engineer Dahl as the interim Supervisor of the County Highway Department, and increase his current salary of \$38.68 per hour to \$48.68 per hour during the time spent as the Department Supervisor. The appointment and salary adjustment would be effective July 27, 2020, and remain in effect until a Highway Engineer is hired. Following discussion, Commissioner Swanson made a motion, seconded by Commissioner Horner, and carried by a 3 to 2 vote, with Commissioners Swanson, Horner, and Walker voting yes and Commissioners Wicklund and Falk voting no, to approve the appointment of Daryle Dahl as the interim Supervisor of the County Highway Department, and to increase his salary to \$48.68 per hour during the time spent as the Department Supervisor.

COVID-19 Situation Update

Emergency Manager Grafstrom provided an update for the Board; including, discussions with LifeCare regarding the Inside Mapping software installation for their ambulance services; Roseau Fire Department will be working with the Warroad Fire Department to get their Inside Mapping software installed; Townships have submitted their damage reports resulting from recent flood events; a camper was provided for a COVID positive person that had nowhere to live; Governor Walz's Executive Order mandates face coverings in certain circumstances; LifeCare does have rapid testing available; and, the Department of Education will be making a decision concerning the operation of school districts by July 30, 2020.

Coordinator Pelowski presented a draft Administrative Services Contract with Northwest Community Action (NWCA) to administer/distribute the CARES Act funding received by the County. Following discussion, a motion to approve the Administrative Services Contract with NWCA was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously.

Due to the recent face-covering mandate, Coordinator Pelowski provided a revised COVID-19 Facility Preparedness Plan for County facilities. Following review of the Plan, Commissioner Walker made a motion to approve the revised Plan, seconded by Commissioner Wicklund, and carried unanimously.

Board of Architecture Ruling

On March 23, 2020, Mr. James Jenson filed a complaint against County Engineer Ketring to the MN Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience & Interior Design, (BOARD). The complaint alleged misconduct by Mr. Ketring in regards to a construction bid that occurred in the City of Greenbush, (ie. City of Greenbush-Roseau County Joint Facility). Mr. Ketring had no choice but to respond to the complaint as the BOARD has the authority to revoke or suspend licensure, issue fines and/or reprimands, etc. On April 23, 2020, Engineer Ketring submitted a comprehensive response to the BOARD.

On July 21, 2020, the BOARD notified Engineer Ketring that all allegations filed against him by Mr. Jenson were dismissed.

Commissioner Swanson made a motion to submit a "Letter to the Editor" from the County Board concerning the ruling, seconded by Commissioner Walker, and carried unanimously.

Commissioner Committee Reports (July 14 – July 28, 2020)

Commissioner Falk reported on the following committee(s): Highway Committee Meeting; Social Services Board Meeting; Tax Court Committee Meeting; Insurance Committee Meeting; Building Committee Meeting; Joint Powers Natural Resources Board Meeting.

Commissioner Horner reported on the following committee(s): Highway Committee Meeting; Social Services Board Meeting; Lake Township Board Meeting; Emergency Management Stakeholders Meeting; Warroad City Council Meeting.

Commissioner Swanson reported on the following committee(s): Highway Committee Meeting; Jadis Township Board Meeting(s); Northwest Minnesota Housing & Redevelopment Authority Meeting; Polaris Community Meeting; Statewide Emergency Communications Board Finance Committee Meeting; Insurance Committee Meeting; CARES Act Committee Meeting; Emergency Management Stakeholders Meeting; National Association of Counties (NACo) Annual

Business Meeting; Association of MN Counties (AMC) Economic Development, Workforce, Housing Committee Meeting; Roseau School Board Meeting; Social Services Board Meeting; Domestic Violence Advisory Committee Meeting; NACo Community, Economic and Workforce Development Committee Meeting; AMC Blue Ribbon Commission Meeting; Building Committee Meeting; Statewide Emergency Communication Board Regional Leadership Meeting.

Commissioner Walker reported on the following committee(s): Highway Committee Meeting; Social Services Board Meeting; Joint Powers Natural Resources Board Meeting.

Commissioner Wicklund reported on the following committee(s): Highway Committee Meeting; Social Services Board Meeting; CARES Act Committee Meeting.

Upon motion carried, the Board adjourned the Regular meeting at 10:50 a.m. The next Special meeting of the Board is scheduled for Tuesday, August 4, 2020, at 8:30 a.m., and the next Regular meeting of the Board is scheduled for Tuesday, August 11, 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