

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

July 7, 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, July 7, 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, Jack Swanson, Russell Walker, and Daryl Wicklund. John Horner attended through WebEx. Staff present were Jeff Pelowski, Joleen Kezar, Martin Howes, Brian Ketring, Martie Monsrud, and Mike Trinka. Others attending through WebEx were Kristy Kjos, Sue Grafstrom, Diane Gregerson, Steve Gust, Karla Langaas, Liz Lund, Pam Shaw, Chris Stauffer, Rich Gross, Cindy Tangen, and Patty Ignaszewski.

APPROVAL OF AGENDA

Engineer Ketring requested the addition of Highway Department Pay Grade revision requests to County Board Items. Commissioner Swanson requested the addition of a discussion on possible locations available for future Board meetings to County Board Items. A motion to approve the amended Agenda was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously, (roll call vote).

COMMENTS AND ANNOUNCEMENTS

Commissioner Swanson commented that he received an e-mail from the Association of MN Counties (AMC) regarding the National Association of Counties Annual Conference registration. AMC is requesting that Commissioners planning to attend the conference register as soon as possible.

COUNTY BOARD ITEMS

Roundtable Discussion – Commissioners / Department Heads

Assessor – The vehicle they purchased has arrived in time to assist in ongoing assessments.

Auditor/Recorder – The CARES Act funding has been received by the County. That funding can be used to reimburse eligible COVID-related expenses. Also, Auditor/Recorder Monsrud has not yet heard back on the Malung easement issue which was brought up at a previous meeting.

Coordinator – Coordinator Pelowski requested direction from the Board regarding the logistics concerning future Regular Board meetings. Board consensus was to stop holding WebEX Board meetings; begin holding in-person meetings in the Boardroom; and, to allow the general public and County staff to attend the meetings by appointment only in order to ensure the social distancing requirements are addressed.

Court Administration – They have been working on a plan for conducting jury trials, as they are being scheduled for August, 2020. Their plan is to conduct Health screenings prior to allowing entrance to the Courthouse, and the Courtrooms have been re-aligned to accommodate social distancing.

Emergency Management – A State of Emergency Declaration for flood issues is included in today's Agenda for Board consideration. In addition, EM, along with IT and the Sheriff's Office have been moving forward with the new 911 system.

IT – In addition to the 911 system discussion, it was noted that the County website is getting a GIS upgrade, which will be more user friendly for mobile users.

Social Services – Director Langaas dispelled the rumor that the Social Services building has a COVID outbreak; however, they have some employees that are self-isolating and working from home.

Treasurer – Property tax revenues are still coming in; and, the traffic has increased for Vital Statistics Records since the Courthouse reopened.

Veterans Service Office – His office received a COVID Response Grant for Veterans. To-date, approximately 20 veterans have received assistance through this grant.

COVID-19 Pandemic – Situation Update

Emergency Management Director Grafstrom provided an update; including, LifeCare has the capability for conducting Rapid Tests; Public Health has started contract tracing; the recent positive tests reported in the County were due to exposure at events located outside the County; and, the Department of Education will be determining how schools will be operating this fall.

Coordinator Pelowski reported that the County, Cities and Townships in the County will receive a total of \$2,534,816 in CARES Act funding. The County will ultimately have to develop a program to allocate their share of that funding. He read an excerpt from a Stearns County letter on how they are administering their funding; however, he recommended that the Board take no action at this time as we are awaiting further guidance from AMC.

Temporary Employee Policy

Coordinator Pelowski presented the Temporary Employee Policy which sunsets on July 7, 2020. He recommended extending the existing Policy through August 12, 2020. Following discussion, a motion to approve the following Temporary Employee Policy was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously, (roll call vote).

APPENDIX A

COUNTY OF ROSEAU TEMPORARY EMPLOYEE POLICY IN RESPONSE TO THE COVID-19 EPIDEMIC JULY 7, 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; revised July 7, 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 **August 12, 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).

Building Maintenance Supervisor – Job Description Review (MRA) Authorization

Supervisor Trinka has completed the required six-month probationary period; the existing job description for the Building Maintenance Supervisor is no longer accurate; the job description is being re-written and, when completed, will require MRA review and rating. Following discussion, Commissioner Swanson made a motion to approve submitting a revised job description to MRA for review and rating, seconded by Commissioner Walker, and carried by a 4 – 0 vote with Commissioners Falk, Horner, Swanson, and Walker voting yes, Commissioner Wicklund abstained from the vote.

Pay Grade Revision Request – Veteran Services Officer (VSO) Position

The VSO position was rated at 292 points by MRA, which is a Center Grade 7, Extended Range Grade(s) 6 or 8 rating. The request is to move from the Center Grade (7) into the Extended Range (8) of the pay chart, as the 2020 Association of MN Counties Salary Survey data supports this request. Following discussion, a motion to approve the Payroll Change for VSO Howes (Grade 7G to Grade 8E), effective July 12, 2020, was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously, (roll call vote).

Highway Department – Pay Grade Revision Requests

Engineer Ketring met with the Board to request approval of Payroll Change Forms for the Office Manager/Accountant, Senior Highway Technician, Assistant Engineer-Construction, and Assistant Engineer-Maintenance positions. Ketring provided the Board with data from surrounding counties to support these requests. Following discussion, a motion to approve the following payroll changes was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously, (roll call vote): Office Manager/Accountant – from an Extended Range 6 to a Center Grade 7; Senior Highway Technician – from an Extended Range 7 to a Center Grade 8; Assistant Engineer-Construction – Center Grade 10 to an Extended Range 11; and, Assistant Engineer-

Maintenance – Center Grade 10 to an Extended Range 11. All of the changes would be effective July 12, 2020.

Auditor/Recorder Position

After the merger of the Auditor and Recorder positions, a new job description was written and submitted to MRA for review and rating. MRA has rated this position at a Center Grade 13, Extended Range Grade(s) 12 and 14. Following discussion, Commissioner Walker made a motion to approve the revised job description; MRA rating results; and, the subsequent Payroll Change from Grade 11G (\$41.39/hour) to Grade 13F (\$47.59/hour), effective retroactively to May 26, 2020, seconded by Commissioner Wicklund, and carried by a 4 – 0 vote with Commissioners Horner, Swanson, Walker, and Wicklund voting yes, Commissioner Falk abstained from the vote.

The last step in the process of converting the Auditor/Recorder position from elected to appointed is the execution of an Employment Agreement. Following review of the Agreement, Commissioner Swanson made a motion to approve the Agreement, effective July 23, 2020, seconded by Commissioner Walker, and carried by a 4 – 0 vote with Commissioners Horner, Swanson, Walker, and Wicklund voting yes, Commissioner Falk abstained from the vote.

State of Emergency Declaration – Resolution

Roseau County has met the \$28,000.00 damage threshold to declare a State of Emergency for conditions resulting from the significant rainfall during June 17 and June 18, 2020. The Townships of Dewey, Lind, Moose, Polonia, Dieter, Dewey, and Barto responded with the property damage reports in each of their Townships. Following discussion, Commissioner Wicklund made a motion, seconded by Commissioner Walker, and carried unanimously, (roll call vote) to approve the following Resolution:

2020-07-01

RESOLUTION DECLARING A STATE OF EMERGENCY

WHEREAS, the significant rain June 17, 2020 through June 18, 2020 has the potential to impact the population of Roseau County and its cities; and

WHEREAS, the potential for a high water or major flooding event could cause a significant amount of public property damage; and

WHEREAS, Roseau County Homeland Security and Emergency Management requests the Roseau County Board of Commissioners to declare Roseau County in a STATE OF EMERGENCY for the preparation of mitigation of and/or flood response.

NOW, THEREFORE, BE IT RESOLVED, that the Roseau County Board of Commissioners declares Roseau County in a STATE OF EMERGENCY for conditions resulting from the significant rainfall during June 17, 2020 through June 18, 2020.

Wannaska Sewer District Discussion

Commissioner Walker initiated a discussion of the Wannaska sewer project, and the Sanitary District who administers the project. Commissioner Walker stated that the District is having financial difficulty and that they have asked if the County could provide any assistance. Coordinator Pelowski provided a detailed background of the project and the formation of the District. Following discussion, there was no action taken.

Future County Board Meeting Locations/Options

Commissioner Swanson requested that the Board consider moving County Board meetings to the Roseau City Center. The City Council Chambers can accommodate more people than the County Boardroom, which would allow the County to discontinue holding WebEX meetings and revert to holding in-person meetings. Following discussion, Board consensus was to hold in-person bi-monthly Regular Board meetings, and the monthly Social Services Board meeting, in the County Boardroom. Access to these meetings by the general public and County staff would be by appointment only. In addition, consensus was to submit a request to the City of Roseau for the County to use the Council Chambers for the monthly Operations Committee/Board Work Session/Special Board Meetings. This would allow enough space to accommodate the Commissioners and County Department Heads.

Upon motion carried, the Board adjourned the Special meeting at 11:15 a.m. 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