

# PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

August 4, 2020

The Board of Commissioners of Roseau County, Minnesota met in Special Session held at the Roseau City Center in the City of Roseau, Minnesota on Tuesday, August 4, 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, Jack Swanson, Russell Walker, and Daryl Wicklund. Staff present were Jeff Pelowski, Joleen Kezar, Daryle Dahl, Sue Grafstrom, Diane Gregerson, Steve Gust, Martin Howes, Kristy Kjos, Karla Langaas, Liz Lund, Martie Monsrud, Matt Restad, Pam Shaw, Chris Stauffer, and Mike Trinka.

## 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), and proposed removing the "Housing Rental Agreement" from the meeting Agenda. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously.

## COMMENTS AND ANNOUNCEMENTS

There were no comments or announcements.

## COUNTY BOARD ITEMS

### Roundtable Discussion – Commissioners / Department Heads

**Auditor/Recorder** – To-date, the voting returns have been low --- 5,424 ballots were mailed out with only 910 completed. The 2020 Budget-to-Actual Report through July 31, 2020, looks positive, and the Department Heads are working on their 2021 departmental budgets.

**Building Maintenance** - The COVID-related duct cleaning project is scheduled to begin on August 17<sup>th</sup>.

**Coordinator** – Coordinator Pelowski reminded the Board that there is a Regular Board Meeting scheduled for Tuesday, August 11<sup>th</sup> in the Courthouse Board Room. He requested direction from the Board concerning the County Engineer hiring process. To-date, only one application has been received. The Board asked Pelowski to set up an initial "virtual interview" with the applicant. In addition, Coordinator Pelowski thanked the Department Heads for submitting their COVID-related expenditures on a timely basis.

**Court Administration** – The State of MN has approved the Roseau County Preparedness Plan for conducting jury trials.

**4H/Extension** – Over 200 kids shared their project work with judges virtually; there are many virtual programming opportunities available for the kids; 4H will continue with virtual programming through the winter; and Kelsey Berger was hired as a 50% Extension Educator. It was noted that U of M Extension may be able to assist with COVID testing activities.

**Highway** – Assistant Engineer Dahl stated that Knife River will be completing the CR 9 project shortly, and a box culvert project was recently completed.

**IT** – The first submission for the Next Gen 911 Mapping Project was submitted to the State of MN for approval; there are seven phases to be approved in the process; and, that the County map should be 100% correct when the process is complete. IT Administrator Stauffer recently began a 12-week Cyber Security course sponsored by the National Association of Counties.

**Sheriff** – The Minnesota Department of Corrections (DOC) has been insisting that the Sheriff's Office significantly increase staffing in the jail. DOC is requiring that the County hire five additional full-time employees in order to be in full compliance, and is requiring that the County submit a plan to DOC within 60 days. Sheriff Gust and Jail Administrator Restad will prepare a list of options available to the Board.

**Social Services** – Director Langaas commented on the free food drop in Roseau and Warroad last week. There is hope that the schools will be able to open this Fall, as the pressure on Social Services should lessen if children are allowed to return to school.

**Treasurer** – Approximately 58% of the anticipated property tax revenues for payable 2020 have been collected to-date.

**Veterans Service Office** – The annual VSO Grant Agreement will be presented to the Board at their August 11, 2020 Board meeting.

#### COVID-19 Situation Update

Emergency Management Director Grafstrom provided an update; including, a camper that was used for the positive COVID case is no longer needed; a permanent rental unit(s) has been rented by LifeCare Public Health for possible future COVID positive cases that need to be isolated; and, outlined Governor Walz' plan for the Fall school year.

Coordinator Pelowski noted that the CARES Act Committee would be meeting with John Wynne today following the County Board Special Meeting.

#### Engineering Agreement

The Pennington County Board approved and signed the Engineering Agreement. They agreed to two months at \$12,000 per month plus mileage. Following discussion, Commissioner Swanson made a motion to approve the Engineering Agreement, seconded by Commissioner Horner, and carried unanimously.

#### Highway Department – Window/Door Replacement Project

Assistant Engineer Dahl has been working on getting quotes. A quote was received from Seth Novotny for eight overhead doors in the amount of \$7,349.00. One quote for the walk-in doors was received and they are waiting to receive a quote for the windows. An electrician is willing to provide the services for wiring the heating system but was not able to provide a quote until they know the scope of the project. Following discussion, Commissioner Walker made a motion, seconded by Commissioner Horner, and carried unanimously to approve the bid for the overhead door replacement and to authorize proceeding with the electrical work associated with the heating system replacement project.

#### Closed Meeting – Tax Court Discussion

Commissioner Swanson made a motion to close the meeting at 10:00 a.m. pursuant to MN Statute 13D.05, Subd.3(b), seconded by Commissioner Walker, and carried unanimously. A motion to re-open the meeting at 10:50 a.m. was made by Commissioner Swanson, seconded by Commissioner Wicklund, and carried unanimously. There was no Board action taken.

Upon motion carried, the Board adjourned the Special meeting at 10:51 a.m. The next Regular meeting of the Board is scheduled for Tuesday, August 11, 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