

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

September 22, 2020

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, September 22, 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, Daryle Dahl, Sue Grafstrom, Diane Gregerson, Karla Langaas, Kerri Byfuglien, Liz Lund, Maria Pahlen, Pam Shaw, Britt Dahl, and Scott Johnson.

APPROVAL OF AGENDA

Coordinator Pelowski requested that Board Appointment #1 be deleted, as Colleen Hoffman will need to reschedule her appointment; and, Auditor-Recorder Monsrud requested the addition of the Unorganized Townships 2021 Levies and Budgets to County Board Items. A motion to approve the amended Agenda was made by Commissioner Walker, seconded by Commissioner Horner, and carried unanimously.

COMMENTS AND ANNOUNCEMENTS

Coordinator Pelowski announced that Roseau County received \$40,000, (the maximum amount available), in grant funding for the 2021 SSTS Sewer Fix-Up Program. Auditor-Recorder Monsrud commented that the mail ballots for the November 2020 election will be sent out on September 30, 2020, prior to the October 5, 2020, deadline. Maria Pahlen announced that the Roseau County Drug Court Program will be funded by the State for 2021.

APPROVE BILLS

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

Warrants Approved For Payment 9/09/2020 (Warrant #144137-144151)

<u>Vendor Name</u>	<u>Amount</u>
ALLEN THOMPSON CONSTRUCTION LLC	4,640.93
BADGER TOWING SERVICE	7,123.00
BLC CLEANING INC	8,919.01
HONTVET/BAIHLY	7,532.25
JD SEAMLESS SIDING, INC	10,000.00
JLS DESIGNS-DBA	4,978.00
LEW A ERICKSON LTD	3,343.69
TOWN OF BARTO	3,025.00
TRANSFERS UNLIMITED	10,000.00
TRIBUNE/THE	2,801.95
UP NORTH LAWN CARE & SNOW REMOVAL	2,776.49
WARROAD MANUFACTURING INC	9,422.96
3 Payments less than 2,000.00	4,882.51
Final Total:	79,445.79

Warrants Approved For Payment 9/10/2020 (Warrant #144152-144171)

<u>Vendor Name</u>	<u>Amount</u>
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CENTURYLINK	2,879.10
CO-OP SERVICE INC	2,008.32
DEARBORN GROUP	3,669.04
MN DEPT OF FINANCE -TREAS	3,151.50
R & Q TRUCKING INC	45,300.00
ROSEAU CITY	14,388.19
SIMMONS CONTRACTING LLC	19,442.00
SUN LIFE ASSURANCE COMPANY OF CANADA	2,147.25
12 Payments less than 2,000.00	7,704.27
Final Total:	100,689.67

Warrants Approved For Payment 9/16/2020 (Warrant #144172-144196)

<u>Vendor Name</u>	<u>Amount</u>
5K TRUCKING INC	10,000.00
ALLURE SALON LLC	9,502.86
BJERK ENTERPRISES INC	10,000.00
BRINKMAN REMODELING & CONSTRUCTIO	4,224.34
CARLA'S BOOK YOUR LOOK HAIR SALON	4,229.66
CREGGER LOGGING AND FARMS	10,000.00
DW MECHANICAL-DBA	10,000.00
EMILY'S DANCE STUDIO	5,609.82
ENCORE CLEANING SERVICE INC	2,065.00
FRANK'S TV	9,600.16
GREENBUSH RACE PARK INC	4,708.00
KEN CAD CONTRACTING	3,925.00
LAKE OF THE WOODS CLEANING LLC	2,408.60
LET'S DANCE STUDIO	4,095.42
LIFECARE MEDICAL CENTER	19,722.17
LLEWELLYN WIBBELS PHOTOGRAPHY	10,000.00
MLT ACCOUNTING SERVICES INC	10,000.00
PEARSON INSURANCE SERVICES INC	10,000.00
QUALITY DECORATING LLC	6,070.00
RISHER INC	10,000.00
ROOSEVELT CITY	9,796.00
THE CUTTING EDGE	10,000.00
THE PATCH MOTEL INC	10,000.00
TO CATERING INC	10,000.00
TOWN OF GOLDEN VALLEY	4,200.00
Final Total:	200,157.03

Warrants Approved For Payment 9/17/2020 (Warrant #144197-144208)

<u>Vendor Name</u>	<u>Amount</u>
JOHNSON OIL CO INC	7,516.04
ROSEAU/LOW SPORTSMAN CLUB	4,728.54
VERIZON WIRELESS	2,023.31
9 Payments less than 2,000.00	3,213.29
Final Total:	17,481.18

Warrants Approved On 9/22/2020 For Payment 9/25/2020 (Warrant #144209-144295)

<u>Vendor Name</u>	<u>Amount</u>
BLOOMING VALLEY SERVICES	3,991.00
CDW GOVERNMENT INC	2,088.74

EVCO PETROLEUM PRODUCTS INC	3,285.85
FARMERS UNION OIL CO-WARROAD	5,156.37
JOHNSON OIL CO INC	3,681.00
MACTEK SYSTEMS INC	7,483.00
MAR-KIT LANDFILL	40,914.00
MERLE'S AIR DUCT & FURANCE CLEANING	10,845.00
MSOP-MN SEX OFFENDER PROGRAM-D	9,746.40
NORTHERN RESOURCES COOPERATIVE	12,313.78
R & Q TRUCKING INC	59,001.63
ROSEAU CO COOP ASSN	10,016.83
SEACHANGE	6,914.95
T C LIGHTING	2,473.77
TRAFFIC AND PARKING CONTROL CO INC	19,946.00
TRAFFIC MARKING SERVICE INC	67,089.25
UNIVERSITY OF NORTH DAKOTA	3,092.65
70 Payments less than 2,000.00	31,549.67
Final Total:	299,589.89

In addition, the Board approved two forthwith payments: to Pennington County for Engineering Services, in the amount of \$12,526.13; and, to Roseau County Ford in order to purchase two Ford Explorers for the Sheriff's Department, in the amount of \$71,278.00.

DELEGATIONS/BOARD APPOINTMENTS/PUBLIC COMMENTS

Britt Dahl – Roseau County Historical Society – 2021 Appropriation

Britt Dahl, Executive Director of the Roseau County Historical Society (RCHS), met with the Board to provide an Operations Report and to discuss their 2021 County appropriation request. The RCHS is requesting a 2.5% increase in funding from Roseau County. The Board will be approving their final budget in December 2020, and will consider their request as they go through the budget review/adoption process.

Scott Johnson, Roseau County Soil and Water Conservation District (SWCD) – 2021 Appropriation

Scott Johnson, Roseau County SWCD, met with the Board to provide an Operations Report and to discuss their 2021 County appropriation request. The SWCD is requesting a 3% increase in funding from Roseau County. The Board will be approving their final budget in December 2020, and will consider their request as they go through the budget review/adoption process.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously. The Board, by adoption of its Consent Agenda, approved the September 8, 2020, Regular Board Proceedings, and authorized Treasurer Gregerson to remit 32 unclaimed warrants to the State of Minnesota, Department of Commerce Unclaimed Property Section, in the total amount of \$1,175.37.

DEPARTMENT REPORTS

Environmental Services

2021 Solid Waste Market Price Determination

Coordinator Pelowski met with the Board to request approval of a Resolution establishing the solid waste market price for 2021. After discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Horner, and carried unanimously to approve the following Resolution:

2020-09-02

WHEREAS, Minnesota Statutes Chapter 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and

WHEREAS, the political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, Market Price is defined in State Statute as the “lowest price available in the area”; and

WHEREAS, Roseau County has researched and identified the lowest viable Market Price available in the area; and

THEREFORE BE IT RESOLVED, the County declares the Market Price for all MSW generated in Roseau County to be \$56.60 per ton, based upon the lowest price available in the area, for CY 2021.

Land Acquisition Discussion

Commissioner Falk spoke with the Roadfeldt family regarding the possibility of the County purchasing 40 acres of their land adjacent to the existing demolition landfill. The Roadfeldt family has agreed to sell this parcel for \$100,000.00. Following discussion, Commissioner Horner made a motion, seconded by Commissioner Swanson, and carried unanimously to approve the purchase of 40 acres of land from the Roadfeldt family for \$100,000.00.

Highway

Engineering Contract Extension

Assistant Engineer Dahl met with the Board to request an extension to the Engineering Contract with Pennington County through the end of November. Following discussion, Commissioner Wicklund made a motion, seconded by Commissioner Walker, and carried unanimously to approve the Engineering Contract extension with Pennington County through the end of November.

Final Payment – Conn Trucking

Assistant Engineer Dahl requested Board approval of final payment to Conn Trucking & Excavation, in the amount of \$36,439.20, for aggregate surfacing work completed in the Wannaska area. A motion to approve the final payment to Conn Trucking & Excavation was made by Commissioner Walker, seconded by Commissioner Wicklund, and carried unanimously.

Final Payment – Halverson Sand & Gravel

Assistant Engineer Dahl requested Board approval of final payment to Halverson Sand & Gravel, in the amount of \$6,259.00, for culvert removal and installation on County Ditch 23. A motion to approve the final payment to Halverson Sand & Gravel was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously.

Final Payment – Halverson Sand & Gravel

Assistant Engineer Dahl requested Board approval of final payment to Halverson Sand & Gravel, in the amount of \$19,009.20, for work completed on County Ditch 26 and Judicial Ditch 62

Repair Project. A motion to approve the final payment to Halverson Sand & Gravel was made by Commissioner Horner, seconded by Commissioner Walker, and carried unanimously.

Final Payment – Halverson Sand & Gravel

Assistant Engineer Dahl requested Board approval of final payment to Halverson Sand & Gravel, in the amount of \$2,240.00, for culvert removal and installation on State Ditch 91, Lat. 4. A motion to approve the final payment to Halverson Sand & Gravel was made by Commissioner Wicklund, seconded by Commissioner Swanson, and carried unanimously.

Final Payment – R & Q Trucking

Assistant Engineer Dahl requested Board approval of final payment to R & Q Trucking, in the amount of \$58,800.00, for aggregate surfacing work completed in the Greenbush area. A motion to approve the final payment to R & Q Trucking was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously.

Final Payment – Simmons Contracting

Assistant Engineer Dahl requested Board approval of final payment to Simmons Contracting, in the amount of \$83,523.00, for work completed on State Ditch 91, Lat. 5, Repair Project. A motion to approve the final payment to Simmons Contracting was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously.

COUNTY BOARD ITEMS

County Assessor Reappointment

Assessor Lund requested Board direction concerning the County Assessor reappointment process. The Board reviewed the Minnesota Department of Revenue letter, dated July 1, 2020, regarding the County Assessor reappointment. The Board must notify the Department of Revenue before October 1, 2020, if reappointment is not intended. Following discussion, the Board's intention is to re-appoint Assessor Lund; therefore, a motion was made by Commissioner Walker, seconded by Commissioner Swanson, and carried unanimously to support, and show appreciation for, the work performed by Assessor Lund.

COVID-19 Pandemic - Update

Emergency Manager Grafstrom provided a brief County update, stating that the number of positive COVID-19 cases in the County currently stands at 122. The 14-day positive case rate has resulted in the area high schools moving to a hybrid learning structure for secondary students. The COVID-related rental housing is available and ready if needed.

In addition, Coordinator Pelowski provided an update on the CARES Act Funding Program, as follows: the Business Assistance Program application process has ended; there were 135 applications received, with 72 approved, 28 denied, and 35 are still under review. The CARES Committee will now be notifying non-profit organizations to apply for CARES funding. NW Community Action will be accepting applications from non-profits through October 9, 2020.

ARMER Radio Acquisition

Emergency Manager Grafstrom requested Board approval to provide upfront funding to acquire ARMER radios, as this upfront expenditure is required in order to access (ie. be reimbursed by) State Homeland Security Program (SHSP) grant funds. The Northwest Regional Emergency Communications Board was able to acquire over 250 used radios. Following discussion, a motion was made by Commissioner Swanson, seconded by Commissioner Walker, and carried unanimously to approve upfront funding, not to exceed \$30,000.00, for the ARMER radios.

2021 Preliminary Budget/Levy

Auditor Monsrud provided spreadsheets to the Board with a number of County budget and levy options. It was noted that the preliminary budget/levy must be approved by the Board prior to September 30, 2020; and, once the preliminary levy is set, it cannot be increased when adopting the final 2021 levy. However, the preliminary budget can be adjusted as needed until it is finalized in December, 2020. Following a lengthy discussion, Commissioner Walker made a motion to increase the 2021 preliminary property tax levy by 15%, and to approve the preliminary budget as proposed with the levy increase included, (see Resolutions below), seconded by Commissioner Swanson, and carried unanimously.

2020-09-04

BE IT RESOLVED, that the payable 2021 Preliminary Property Tax Levy for Roseau County is hereby approved, as follows:

Fund	Levy
Revenue	\$4,245,074
Road & Bridge	1,516,656
Social Services	2,056,085
Debt Service	421,838
Total	\$8,239,653

2020-09-05

BE IT RESOLVED, that the 2021 Preliminary Budget - incorporating the 2021 Preliminary Levy - is hereby approved, as follows:

Fund	Revenues	Expenditures	Net Budget
Revenue	\$ 8,256,656	\$ 8,768,255	\$ (511,599)
Road & Bridge	\$ 9,517,526	\$ 9,699,213	\$ (181,687)
Social Services	\$ 5,094,718	\$ 5,071,583	\$ 23,135
Debt Service	430,118	421,838	\$ 8,280
Tax Supported			
Funds - Total	\$ 23,299,018	\$ 23,960,889	\$ (661,871)
Environmental	\$ 1,216,264	\$ 1,229,558	\$ (13,294)
Total - All Funds	\$ 24,515,282	\$ 25,190,447	\$ (675,165)

2021 Unorganized Township Budget/Levy

Auditor Monsrud met with the Board to establish the 2021 Unorganized Township levies and budgets. The proposed levy amounts were identical to those approved in 2020. Commissioner Falk recommended increasing the Spruce Valley Township levy from \$8,000 to \$9,000 and Commissioner Wicklund recommended increasing the Juneberry Township levy from \$6,000 to \$6,600. Following discussion, Commissioner Wicklund made a motion, seconded by Commissioner Walker, and carried unanimously to approve the following Resolution:

2020-09-03

ADOPTION OF THE 2021 Unorganized Township Levies and Budgets

WHEREAS, the Roseau County Board of Commissioners has reviewed and considered budgets for the unorganized townships located in Commission District No. 3, 4, and 5, and;

WHEREAS, the Roseau County Board of Commissioners deems it necessary that the following amounts be levied on all taxable property in specified unorganized townships in Roseau County;

NOW, THEREFORE, BE IT RESOLVED that the year 2021 unorganized township budgets are hereby approved and the following amounts shall be levied upon all taxable property in unorganized townships in Roseau County for the year 2021:

Township	Range			
161	36	Clear River	\$	6,000
161	37	America	\$	3,000
162	44	Juneberry	\$	6,600
163	38	Norland	\$	8,000
163	39	Spruce Valley	\$	9,000
163	40	Jadis	\$	1,400
163	43	Unorganized	\$	250
163	44	Blooming Valley	\$	3,000
164	44	Blooming Valley (north)	\$	750

A copy of the year 2021 unorganized township budgets is on file in the County Auditor's office.

Auditor Monsrud requested the Board authorize the Unorganized Townships' Fire Contracts. Following discussion, a motion was made by Commissioner Wicklund, seconded by Commissioner Walker, and carried unanimously to approve the following action(s): District Five Unorganized Townships' fire contract funding to be distributed from Department 611, Conservation of Natural Resources; and, the remaining Unorganized Townships' fire contract funding be distributed from Department 610, Consolidated Conservation Development.

Commissioner Committee Reports (September 8 – September 22, 2020)

Commissioner Falk reported on the following committee(s): Highway Committee Meeting; Minnesota Department of Corrections Meeting; Social Services Board Meeting; Association of MN Counties (AMC) General Government Policy Committee Meeting, (ie. AMC Fall Policy Conference).

Commissioner Horner reported on the following committee(s): Highway Committee Meeting; AMC Fall Policy Conference; Social Services Board Meeting.

Commissioner Swanson reported on the following committee(s): Highway Committee Meeting; Jadis Township Board Meeting; Northwest Emergency Communications Board Meeting; AMC Fall Policy Conference; Team EPIC; Minnesota Department of Corrections Meeting; Public Health Committee Meeting; Emergency Management COVID Stakeholders Meeting(s); AMC Public Safety Policy Committee Meeting(s); Roseau City Council Meeting; Social Services Board Meeting; Domestic Violence Advisory Committee Meeting; Northwest MN Housing and Redevelopment Authority Meeting; AMC Board of Directors Meeting; City of Roseau Parks and Trails Meeting; CARES Act Committee Meeting; "Big Four" Bridging Divides Webinar; Roseau School Board Meeting.

Commissioner Walker reported on the following committee(s): Highway Committee Meeting; Minnesota Department of Corrections Meeting; Social Services Board Meeting; Minnesota Rural Counties Meeting; Northern Counties Land Use Coordinating Board Meeting(s); AMC Environment & Natural Resources Policy Committee Meeting, (ie. AMC Fall Policy Conference).

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 11:35 a.m. The next Regular meeting of the Board is scheduled for Tuesday, October 13, 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