

**REGULAR MEETING, BOARD OF COUNTY COMMISSIONERS
ROLETTE COUNTY**

The board convened at 9:00 A.M on March 3, 2020 with members Poitra, LaRocque, Moors and Albert present. Chairman Boucher presiding. Also present Victoria Poitra, videotaping, Jason Nordmark, Turtle Mountain Star, Bob Leonard, and Brian Grosinger, State's Attorney.

Steve McAtee and Robin Jacobson, Lake Upsilon Recreation Service District appeared before the board at this time regarding plans for a sewer system to service the Recreation District, which was formed in 2003. The District has been assessing special assessments for garbage, road projects and now is looking at sewer project, to address problems with rural septic systems around the lake, due to soil, small lots sizes. The District is looking to partner with the county, possibly for future projects, to get assistance with grants or loans for the project. The board took no further action.

Wendy Belgarde, Tax Director met with the board at this time regarding application for abatement of taxes for Ervin & Ruth Helmuth and Curt Halvorson, for assessment error. Motion by Moors, seconded by LaRocque to approve abatement for Ervin & Ruth Helmuth for parcel #12026, 12027, and Curt Halvorson for parcel #12049, 12050, and 12051, to set valuation to 2018 valuation with a 7% increase for ag land. On roll call vote, all commissioners voted "AYE". Motion carried unanimously.

Motion by Albert, seconded by Poitra to approve seasonal liquor license for the Rolla Country Club. On roll call vote, all commissioners voted "AYE". Motion carried unanimously.

Cam Mickelson, Revitalize Rolla appeared before the board to request gaming license for pull tabs at the Rolla Country Club. Revitalize Rolla, is a 501c3, which the original intent, was to preserve old structures in Rolla and have now shifted their mission to raise funds for community based facility, and are looking for a revenue stream to assist in this venture. The Rolla Country Club asked them to bring gaming to the facility. Motion by LaRocque, seconded by Albert to approve Gaming Site Authorization Application for Revitalize Rolla, for both paper and electronic pull tab devices. Discussion on the electronic pull tabs and infringing on the Tribal license. On roll call vote, Moors, LaRocque, Albert, and Boucher voted "AYE". Member Poitra voted "NAY". Motion carried.

Motion by Poitra, seconded by Albert to amend the February minutes motion regarding appointment of Vivian Simpson, for Human Service Zone Board to remove "Poitra asked how she was more qualified than him". On roll call vote, all commissioners voted "AYE". Motion carried unanimously. Motion by Albert, seconded by LaRocque to approve the amended minutes from February. On roll call vote, all commissioners voted "AYE". Motion carried unanimously.

Motion by LaRocque, seconded by Moors to approve the NDDOT Construction & Maintenance Agreement for Project SC-4006(067), St. John to ND 30, for Sliver Grade, Phase 1. On roll call vote, all commissioners voted "AYE". Motion carried unanimously.

Motion Albert, seconded by Moors to replace Economizer for \$1,785, through H & A Thompson in the Courtroom for heat system. On roll call vote, all commissioners voted "AYE". Motion carried unanimously.

Motion by Moors, seconded by LaRocque, to approve Load Restrictions on County roads for, to run in conjunction with state highways. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

Motion by LaRocque, seconded by Moors, to approve Joint Powers Agreement between City of Rolla and Rolette and Rolette County for Joint Elections for the upcoming year. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

The board discussed appointment to the CONAC Board, to fill vacancy from the Rolla JDA Director. Commissioner LaRocque will investigate other options. Commissioner Albert will serve as backup for now.

The board reviewed committee reports for the Jail, Public Health, Housing Authority and Road Committees. The board discussed problems with the Road supervisor responsibilities at this time and options for communications problems. After much discussion, motion by Moors to leave the decision of the Road Supervisor up to the State’s Attorney. The motion died for lack of a second. Motion by Poitra, seconded by Moors, to have the State’s Attorney draft procedures and Chain of Command, based on the minutes establishing the Eldon Moors and Henry LaRocque as road supervisors, to address guidance for communications, staff supervision, purchasing, etc. and bring back to the next meeting. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

Motion by LaRocque, seconded by Moors to approve purchase of 2017 Massey Ferguson 6713 tractor, through Butler Machinery for \$72,000, with 6 year financing. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

Motion by Poitra and unanimously approved, the following reports and statement of fees were received and filed: Sheriff, \$11,151.46; Recorder \$3,297.50, Recorder Preservation Fees, \$294; Recorder State Fees, \$70 and Treasurer’s Total Collections, \$2,657,364.29 and Auditor’s Total Payments, \$1,687,320.04.

On motion by LaRocque, seconded by Albert and unanimously approved, and the following county bills be allowed and ordered paid:

CHECK #	VENDOR	AMOUNT	DATE
D 700698	ND PUBLIC EMPLOYEES RETIREMENT	22565.52	3/4/2020
D 700699	NEOPOST	651.83	3/4/2020
D 700700	COMMERCIAL CARD SOLUTIONS	11176.5	3/16/2020
D 700704	ND PUBLIC EMPLOYEES RETIREMENT	25237.77	3/27/2020
D 700705	JOB SERVICE NORTH DAKOTA	3887.91	3/24/2020
G 51748	AFLAC	1660.77	3/3/2020
G 51749	AMERITAS LIFE INSURANCE CORP	583.42	3/3/2020
G 51750	BALCO UNIFORM CO INC	804.45	3/3/2020
G 51751	CENEX FLEETCARD	975.71	3/3/2020
G 51752	CITY OF ROLLA	350.79	3/3/2020
G 51753	CITY OF ROLLA	50	3/3/2020
G 51754	CITY OF ROLLA	987.02	3/3/2020
G 51755	COLONIAL SUPPLEMENTAL INS	340.13	3/3/2020
G 51756	COLE PAPERS INC	2689.59	3/3/2020
G 51757	COMMUNITY AMBULANCE OF ROLLA	2061.26	3/3/2020

G	51758	DACOTAH BANK	37686	3/3/2020
G	51759	DALES CASH SUPPLY	169.01	3/3/2020
G	51760	DAVIS TRUCK AND CAR WASH	105	3/3/2020
G	51761	FISCAL ADMIN-COUNTY JAIL CLAIM	10668.18	3/3/2020
G	51762	GCR TIRES AND SERVICE	584.28	3/3/2020
G	51763	GRAND FORKS COUNTY	4950	3/3/2020
G	51764	GREATWEST LIFE AND ANNUITY	100	3/3/2020
G	51765	NATHAN GUSTAFSON	455	3/3/2020
G	51766	INFORMATION TECHNOLOGY DEPT	1550	3/3/2020
G	51767	J AND F TOWING	300	3/3/2020
G	51768	J AND M SERVICE STATION	55.97	3/3/2020
G	51769	JOC INC	871.5	3/3/2020
G	51770	KITTLESONS TRUCK REPAIR	671	3/3/2020
G	51771	LEGACY COOPERATIVE	780.16	3/3/2020
G	51772	TOM MCCLOUD	1850	3/3/2020
G	51773	MEDICO LIFE & HEALTH INSURANCE	385.75	3/3/2020
G	51774	MIDCONTINENT COMMUNICATIONS	61.47	3/3/2020
G	51775	ANDREW MORLEY	455	3/3/2020
G	51776	MOUNTAIN LAKE HUMAN SERVICE ZO	5900.9	3/3/2020
G	51777	MUNRO ACE HARDWARE	71.12	3/3/2020
G	51778	MUNRO ACE HARDWARE	46.13	3/3/2020
G	51779	ND ASSOCIATION OF COUNTIES	226.8	3/3/2020
G	51780	NDACO RESOURCES GROUP	343	3/3/2020
G	51781	ND COUNTY AUDITORS ASSOCIATION	125	3/3/2020
G	51782	NORTH DAKOTA TELEPHONE CO	256.06	3/3/2020
G	51783	NODAK STORE INC	291.46	3/3/2020
G	51784	NORTH CENTRAL ELECTRIC COOP	293	3/3/2020
G	51785	OFFICE DEPOT	59.78	3/3/2020
G	51786	OFFICE DEPOT	164.89	3/3/2020
G	51787	OFFICE OF ATTORNEY GENERAL	455	3/3/2020
G	51788	OTIS ELEVATOR COMPANY	2262.23	3/3/2020
G	51789	OTTERTAIL POWER COMPANY	1253.39	3/3/2020
G	51790	OTTERTAIL POWER COMPANY	3270.28	3/3/2020
G	51791	PHARMCHEM INC	57.1	3/3/2020
G	51792	POMPS TIRE SERVICE INC	1281.26	3/3/2020
G	51793	PRAXAIR DISTRIBUTION INC	29	3/3/2020
G	51794	PRIDE DAIRY	223.2	3/3/2020
G	51795	ROLETTE COUNTY TREASURER	150	3/3/2020
G	51796	TURTLE MTN PUBLIC	20.5	3/3/2020
G	51797	TURTLE MOUNTAIN RIFLE AND PIST	20	3/3/2020
G	51798	TRI CARE HOME HEALTH	1350	3/3/2020
G	51799	TRUE NORTH STEEL	44534.7	3/3/2020
G	51800	TUOMALA PLUMBING AND HEATING	103.32	3/3/2020
G	51801	TM STAR	643.57	3/3/2020
G	51802	TM STAR	991.01	3/3/2020
G	51803	TM COMMUNICATIONS	2997.33	3/3/2020
G	51804	VERIZON WIRELESS	73.65	3/3/2020
G	51805	VERIZON WIRELESS	199.12	3/3/2020
G	51806	DAVID WALLETTTE	1350	3/3/2020

G	51807	AYRTON YOZAMP	22.99	3/3/2020
G	51812	ND ASSOCIATION OF COUNTIES	405.87	3/16/2020
G	51814	ADVANCED GRAPHIX INC	221.8	3/17/2020
G	51815	BUTLER MACHINERY COMPANY	607.23	3/17/2020
G	51816	BUTLER MACHINERY COMPANY	13070.32	3/17/2020
G	51817	CENEX FLEETCARD	47.09	3/17/2020
G	51818	CITY OF ROLLA	964.84	3/17/2020
G	51819	CITY OF ST JOHN	97	3/17/2020
G	51820	COLE PAPERS INC	2446.94	3/17/2020
G	51821	DALES CASH SUPPLY	602.27	3/17/2020
G	51822	DAVIS TRUCK AND CAR WASH	357	3/17/2020
G	51823	DHS MMIS	21077.71	3/17/2020
G	51824	DUNSEITH HARDWARE	78.79	3/17/2020
G	51825	GRAND FORKS COUNTY	5175	3/17/2020
G	51826	GUSTAFSON OIL COMPANY	66.31	3/17/2020
G	51827	HARRIS OIL AND TIRE	175	3/17/2020
G	51828	HA THOMPSON AND SONS	1945	3/17/2020
G	51829	INFORMATION TECHNOLOGY DEPT	1550	3/17/2020
G	51830	KOEHN MARKETING CO INC	242	3/17/2020
G	51831	LEGACY COOPERATIVE	2650.75	3/17/2020
G	51832	LEGACY COOPERATIVE	103.14	3/17/2020
G	51833	LANGUAGE LINE SERVICES	30	3/17/2020
G	51834	MAIN STREET MARKET	35.33	3/17/2020
G	51835	MARCO INC	679.18	3/17/2020
G	51836	MARCO TECHNOLOGIES LLC	141.04	3/17/2020
G	51837	TARA MCDOUGALL	413	3/17/2020
G	51838	MIDCONTINENT COMMUNICATIONS	65.27	3/17/2020
G	51839	MUNRO ACE HARDWARE	160.88	3/17/2020
G	51840	ND COUNTY RECORDERS ASSOCIATIO	200	3/17/2020
G	51841	ND CO TREASURERS ASSOC.	250	3/17/2020
G	51842	NORTHERN PLAINS ELECTRIC COOP	827	3/17/2020
G	51843	OFFICE DEPOT	301.07	3/17/2020
G	51844	OFFICE OF ATTORNEY GENERAL	290	3/17/2020
G	51845	OTTERTAIL POWER COMPANY	2702.5	3/17/2020
G	51846	PHARMCHEM INC	142.75	3/17/2020
G	51847	PRIDE DAIRY	220.32	3/17/2020
G	51848	QUILL CORPORATION	38.99	3/17/2020
G	51849	ROLETTE COUNTY TREASURER	150	3/17/2020
G	51850	ROLETTE INSURANCE AGENCY	133	3/17/2020
G	51851	ROLLA IMPLEMENT	21.53	3/17/2020
G	51852	THE SIDWELL COMPANY	5292	3/17/2020
G	51853	STUTSMAN COUNTY	247	3/17/2020
G	51854	SYSCO NORTH DAKOTA	7623.31	3/17/2020
G	51855	THOMSON REUTER WEST	182.94	3/17/2020
G	51856	TRI CARE HOME HEALTH	950	3/17/2020
G	51857	TUOMALA PLUMBING AND HEATING	228.67	3/17/2020
G	51858	TWEED COUNTRY AG	89.94	3/17/2020
G	51859	VERIZON WIRELESS	199.12	3/17/2020
G	51860	HOME AND ELECTRIC SOLUTIONS LL	21000	3/19/2020

Road Dept Feb Payroll	32061.34
Gen, Law-Enf, Etc Feb Payroll	161,576.89
	492,923.91

On motion and unanimously approved, the board then adjourned to March 17, 2020.

March 17, 2020

The board convened at 9:00 A.M., March 17, 2020 members LaRocque, Moors, and Poitra present. Member Boucher absent. Member Albert presiding. Zach Poitra videotaping. Brian Grosinger, State's Attorney, Jason Nordmark, Turtle Mountain Star, and Doug Lemieux also present.

Mike Stewart, Emergency Manager and Barb Frydenlund, Public Health Administrator appeared before the board to discuss COVID-19. Mike reported that he has been very impressed with how state is handling crisis, from Governor and Department of Health, providing continual information daily to Department of Emergency Services on down and to the public. He thought Barb and the Local Public Health have been handling the situation great and he has been sending on the information as he gets updates, and stressed keeping track of expenses for reimbursement.

Barb reported that this has been an extremely fluid topic, which is changing constantly. There has been great collaboration between local health entities, local governments, and tribal governments, and there are presently no confirmed cases in Rolette County. Materials and information has been provided in many different media, to provide information for the public on how to prevent the spread of the virus. Discussion on testing, availability of supplies, etc Self-isolation and social distancing is needed to decrease the peak in the rise of cases, also discussed was plans for mass testing if the situation arises in the county. Policies for employees who may be exposed or sick were discussed.

Motion by Poitra to approve the following resolution,

WHEREAS, Rolette County, North Dakota continues to monitor COVID-19; and

WHEREAS, on January 31, 2020, US Department of Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's health care community responding to COVID-19; and

WHEREAS, on March 13, 2020 President Donald Trump declared a National Emergency.

WHEREAS, the impact of COVID-19 and cascading events threatens the health, well-being, and safety of residents in Rolette County; and

WHEREAS, Rolette County Departments are undergoing efforts to mitigate activity through employee education, reviewing continually of services, and purchasing supplies for increased cleaning efforts and virus protection; and

WHEREAS, the mitigation efforts may have a serious financial effect in excess of Rolette County resources due to the unknown COVID-19 duration.

NOW, THEREFORE, BE IT RESOLVED, that the Rolette County Commission of North Dakota do hereby declare a state of Emergency for Rolette County, North Dakota.

Resolution was seconded by LaRocque and on roll call vote, all members voted “AYE”. Motion carried unanimously.

Jason Nordmark, Turtle Mountain Star appeared before the board with concern over open meetings violations, based on comments a few meetings ago regarding emails or texts between possibly a quorum of commissioners. Jason provided copy of open meeting law and attorney general opinions in relation for the boards review. The board took no action.

Motion by LaRocque, seconded by Moors to approve Fire Emergency Burn Ban from April 5, 2020 to November 1, 2020, for Grass/Brush Wildland Fire Season and limits fires when the Fire Danger Rating is High, Very High, Extreme or Red Flag. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

Motion by Moors, seconded by Poitra to approve Joint Powers Election Agreement for St. John City. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

The board discussed the park attendant for the County Park at Lake Upsilon for the summer. Motion by Moors, to contract with Mason Arvidson for the Park Attendant for this year at \$275/week. Seconded by LaRocque. Discussion on if it needs to be advertised, or if it should be. On roll call vote, member Moors voted “AYE”. Members Poitra, LaRocque and Albert voted “NAY”. Motion died. The board directed the Auditor to advertise the Park Attendant in the local newspaper.

Motion by LaRocque, seconded by Moors to approve Primary Election Polling Places to be open from 9 AM to 7 PM. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

The board then discussed committee reports for Human Service Zone, Housing Authority and Road Committee.

Motion by Moors, to purchase 2002 Challenger Lowboy triple-axle, drop deck, 55 ton capacity trailer from Gus Neumann, of Newman for \$22,000. Much discussion on specs of trailer needed, condition of the trailer, how much to spend. On roll call vote, Moors and LaRocque voted, “AYE”. Members Poitra and Albert voted “NAY”. Motion failed.

Motion by Poitra, seconded by LaRocque to authorize the road supervisors to purchase a Detaachable trailer, with hydraulic drop neck and triple-axle, 53’ long lowboy trailer, with an amount not to exceed \$25,000. On roll call vote, all commissioners voted “AYE”. Motion carried unanimously.

The board then discussed Road Supervisors options that Brian Grosinger, State’s Attorney drafted. One was for short term using two Commissioner supervisors and one was for long term with an employed Road Supervisor. Discussion on proposals and how to proceed. The board will bring back ideas on the short-term proposals and the Auditor and Chairman will look at the long-term, along with Job Descriptions.

Nathan Gustafson, Sheriff joined the meeting and discussed several items within his department.

The board then discussed Economic Development Proposal for a person to be a liaison with the Cities for Job Development and also serve as a representative to CONAC Discussion on the County-wide JDA that the county had and dissolved, and the possibility of starting back up. No action was taken, Alex will represent the county on the CONAC Board at this time.

On motion and unanimously approved, the board then adjourned to March 26, 2020.

March 26, 2020

The board convened at 9:00 A.M., March 26, 2020 members Albert, LaRocque, Moors, and Poitra present. Member Boucher presiding. Also present was Brian Grosinger, State's Attorney, Kandace Desjarlais, Treasurer, Tracy Davis, Clerk Of Court, Mike Stewart, Emergency Manager, Nathan Gustafson, Sheriff, Todd Poitra, VSO, Rhonda Allery, Mountain Lake Human Service Zone Director, and. John Rosinski, Turtle Mountain Star.

The board met in special session via conference call to discuss impacts of COVID-19 pandemic on county offices. Each department reported on how their office has been functioning, at this time with trying to implement precautions to stop the spread of the virus, and limiting activities in the offices to primarily phone, mail or email. Clerk of Court and Human Services are converting to work from home options, but county offices were having more difficulty having resources to complete this. Also discussed was directives and declarations from President Trump and Governor Burgum, trying to encourage people to stay home practice social distancing, by closing schools, daycares, bars and restaurants. Currently there are not any confirmed cases in Rolette County. Discussion on proclamation from County Commissioners to limit and encourage residents to shelter in place. Commissioner Poitra and LaRocque will work on information to release or disseminate to the public regarding COVID-19 pandemic for the next meeting, to reinforce information coming from Governor Burgum.

Auditor McCloud then addressed concerns County Auditors are having with the upcoming Primary Election on June 9, 2020. With the COVID-19 concerns and the risk health of voters and poll workers, it was discussed and recommended that the County considering conducting the Primary Election using Vote by Mail, with limiting the poll location to 1 or 2 on election day, if the Governor does not waive that requirement. Discussion on the options for polling location on election day. Motion by Albert to conduct the June 9, 2020 Primary Election by Vote by Mail, with 1 polling locations, as required by ND State Law, to limit the exposure to election workers and public for COVID-19 Pandemic, motion was seconded by LaRocque. The board discussed the polling place and location. Motion by Albert to amend his motion the include that the 1 polling location, be located on the Turtle Mountain Reservation, at the Turtle Mountain Schools Event Center or Skydancer Casion. Amendment was seconded by LaRocque. On roll call vote, all voted "AYE". Motion carried unanimously. The board then voted on the amended motion to conduct the June 9, 2020 Primary Election by Vote by Mail, with 1 polling locations to be located on the Turtle Mountain Reservation at the Turtle Mountain Schools Event Center or Skydancer Casino, as required by ND State Law, to limit the exposure to election workers and public for COVID-19 Pandemic. On roll call vote, all commissioners voted "AYE". Motion carried unanimously.

The board will have another informational meeting with department heads on Tuesday, March 31st, at 9 AM.

On motion and unanimously approved, the board then adjourned to March 31, 2020.

March 31, 2020

The board convened at 9:00 A.M., March 31 2020 members Albert, LaRocque, Moors, and Poitra present. Member Boucher presiding. Also present was Brian Grosinger, State's Attorney, Kandace Desjarlais, Treasurer, Sarah Bruce, Recorder, Tracy Davis, Clerk Of Court, Mike Stewart, Emergency Manager, Nathan Gustafson, Sheriff, Todd Poitra, VSO, John Hardy, Rolla City Mayor, Shelly Counts, Dunseith City Auditor, Kerry Schlenvogt, Rolla City Deputy Auditor, Kim Azure, Rolette City Auditor, Blaine Scott, Rolette City Mayor, and Barb Frydenlund, Public Health Administrator and. John Rosinski, Turtle Mountain Star

The board met in special session to again discuss COVID-19 pandemic. Department heads gave reports on how things are going in their respective offices. Several offices reported that they had employees who had potential exposure to COVID-19, so they had those employees at home in isolation, until results of the tests were in. Discussion on proper protocols with Barb and also pay for employees in these situations.

The board then heard reports from the cities of Rolla, Rolette, Dunseith and St. John mayors and auditors on how there cities are being impacted. Cites are using dropboxes and phone or email to add

The board discussed how to handle if the local hospitals are inundated with COVID-19 patients. Mike stated that there are resources available if, they are still available when needed, Barb gave updates also on surge capacity for hospitals, minimal care protocols, alternative care, contact tracing, mass vaccination or testing and Public Awareness campaigns.

The board then discussed Primary Election and 1 polling place, which was approved last week by the board, with the Vote by Mail election. With the Executive Order 2020-16, approved by Governor Burgum on March 26th, the Governor removed the requirement for 1 polling location for the Election, if counties had authorized voting by mail ballot. Discussion on whether to proceed with the one polling location for the Primary Election in conjunction the Vote by Mail Ballot or just proceed with Vote by Ballot only election.

Motion by Albert, seconded by LaRocque to adopt the following resolution:

The Rolette County Commission operating under their authority provided by NDCC § 16.1-04-02 & 16.1-11.1-01 and in consideration of the Governor's declared emergency in response to the COVID-19 pandemic hereby declares by resolution that all previous County polling locations shall be eliminated for the June 9, 2020 primary election as allowed by the Governor's executive order on March 26, 2020.

The County Commission further declares under their authority provided by NDCC § 16.1-11.1-01 to conduct the June 9th 2020 primary election by way of mail in ballot, with ballot dropboxes located throughout the county for accessible voting. The Commission encourages all qualified citizens to take every opportunity to vote by mail ballot prior to the June 9th 2020 Election.

The board discussed the resolution. On roll call vote, all members voted "AYE". Motion carried unanimously.

Motion by LaRocque, seconded by Poitra and unanimously approved, the board adjourned until April 7, 2020.

Merle Boucher

Chairman, Board of County Commissioners
Rolette County, North Dakota

ATTEST

Valerie McCloud
Rolette County Auditor