

1. 8:00 A.M. Agenda And Meeting Materials

Documents:

[04-07-2020PACKET.PDF](#)

POLK COUNTY BOARD
MEETING LOCATION: WEBEX BOARD MEETING

To participate in this meeting, Public Call in Info:
Dial in #1-408-418-9388
Meeting number (access code): 628 131 768
Please see below how to address the Board during the meeting.

***REVISED**
AGENDA

APRIL 7, 2020

8:00 A.M.

MEETING OPEN/CONVENE

CALL TO ORDER

PLEDGE ALLEGIANCE TO FLAG

REVIEW OF MEETING PROCEDURES

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT AGENDA

1. Approve Auditor Warrants.
2. Approve the March 24, 2020 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$12,297.52 for credit card purchases.
4. Approve payment to Thyssenkrupp Elevator Corporation, Atlanta, GA in the amount of \$46,937.50 for down payment for the Government Center elevator.

COUNTY BOARD MEMBERS ISSUE FORUM

8:30

***MICHELLE COTE – PROPERTY RECORDS**

1. Liquor License Fees

8:35

CHUCK WHITING - ADMINISTRATOR

1. Social Worker – CPS Replacement Request – Social Services

8:40

RICHARD SANDERS – HIGHWAY

1. Replace Maintenance Man II Position – Highway Department
2. New or Low Hour Used Motorgrader
3. SP 060-601-061 CSAH 1 from CSAH 10 to TH 59
SP 060-616-010 CSAH 16 from TH 75 to CSAH 9
4. SP 060-621-014 CSAH 21 from TH 220 to TH 75
5. 060 SAP 060-623-019 – CSAH 23 from TH 220 to 1 mi. East of Tabor, MN –
Widen/overlay
6. SAP 060-601-065 - CSAH 1 in Beltrami, MN
SAP 060-112-001 - CSAH 112 in Beltrami, MN
SAP 060-601-067 - CSAH 1 in Neilsville, MN
SAP -109-001 - CSAH 109 in Neilsville, MN

8:50

MARK DIETZ - FACILITIES

1. Change Order 001

9:00

SARAH REESE – PUBLIC HEALTH DIRECTOR

1. COVID-19 Status Report

9:15

JODY BEAUCHANE – EMERGENCY MANAGER

1. Emergency Management Update – Virus and Flood Support

9:20

COUNTY DEPARTMENTS REPORTS

1. Department Work Responses to COVID-19 Situation

ADJOURN

If you need any type of accommodation to participate in the Polk County Board meeting, please contact Chuck Whiting at (218) 281-5408 at least 1 working day before the meeting. This Board agenda is subject to change without notice.

Public participation instructions: Upon entering the meeting, please refrain from generating any noise that may interfere with the meeting proceedings. For each item on the agenda, the Board Chair will open discussion with the Department Head reviewing the agenda item. The Chair will ask each Commissioner for comments and questions. When Commissioner and staff discussion nears conclusion, the Chair will ask for any questions or comments from the public. Please state your name and address to address the Chair and your question or comment. When the Board moves a motion, the Commissioner will identify themselves, and each vote will be a roll call vote.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452
Phone: (218) 281-5408
Fax: (218) 281-3808
www.co.polk.mn.us

COMMISSIONERS

GERALD JACOBSON, Vice Chair, Fertile
WARREN STRANDELL, East Grand Forks
GARY WILLHITE, Chair, Crookston
JOAN LEE, McIntosh
DON DIEDRICH, Warren

COUNTY ADMINISTRATOR
CHARLES S. WHITING

April 3, 2020

**To: Honorable Chair and Board of Commissioners
County Department Heads
From: Chuck Whiting, County Administrator
Re: April 7, 2020 County Board Meeting**

Our Board meeting for Tuesday will be conducted entirely differently from previous Board meetings. Due to the COVID-19 virus and Governor Walz's order to stay at home, we will be conducting the meeting via a Webex acceptable under statute specifically for this reason of a pandemic. Attorney Widseth has worked with me to assure proper protocols are followed. To do so, the meeting should go as follows:

1. I will start the call at 7:30 a.m. on Tuesday, please call in any time after that but prior to 7:45 a.m. so that we can confirm you are able to "attend" the meeting via your phone. Call my cell phone if you have any difficulty.
2. The meeting is open to the public to call in. They will have the same information to call in as the commissioners. I will also notify the media this is how they may cover the meeting.
3. At 8:00 a.m. the Chair can call the meeting to order with a roll call conducted by Michelle Cote, with each commissioner responding "here". After the commissioners, staff should acknowledge their presence as well, and after that the Board can recite the Pledge.
4. I will have on the agenda a moment to review how the meeting will be conducted, mainly for anyone who has called in. For the public, they will be instructed to wait until the Chair asks for any comments or questions from the audience. If someone wishes to address the Board they will be asked to identify themselves and their address for the record.
5. Because commissioners will not be able to see each other, it will be important to follow the same process for ease of understanding and record keeping. The Chair will run the meeting, ask staff to address the item on the agenda, the Chair then opening discussion to commissioners just like a normal

meeting. Commissioners should identify themselves when speaking, and again for when making a motion or second.

6. All votes must be roll call votes, again with Michelle Cote calling the roll.

The call-in instructions are on the agenda highlighted in red.

The agenda is fairly light with action items. I have asked all department heads to participate to give a status report of their department operations during this stay at home order. Each department is different in how this has affected them.

This will also be good practice for everyone going forward as we may be having virtual meetings for a while. If you have any questions please give me a call either at the office number or my cell phone, either number gets to my cell phone.

Valerie Bjerk

From: Darcy Bjorgo
Sent: Tuesday, March 31, 2020 9:55 AM
To: Valerie Bjerk
Subject: FW: MARCH 2020 ELECTRONIC FUNDS TRANSFERS FOR APPROVAL AND PUBLICATION

MANUAL WARRANTS 03/02/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	4,475.49
Final Total:	4,475.49

MANUAL WARRANTS 03/03/2020

<u>Vendor Name</u>	<u>Amount</u>
East Polk Soil & Water	4,206.50
ENTERPRISE FM TRUST	5,477.31
Fertile Oil Company	33,769.89
Fischer Rust, Stock & Rust, PLLC	2,803.75
GHA Technologies Inc	2,792.01
Norman County Public Health	8,692.15
Polk County Public Health	16,275.45
Reynolds Harbott Knutson & Larson PLLC	4,352.85
SHI International Corp	12,316.00
Total Lawn Care & Landscaping	6,220.00
Towmaster	225,606.00
West Polk Soil & Water	4,206.50
19 Payments less than 2000	10,389.22
Final Total:	337,107.63

MANUAL WARRANTS 03/06/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	162,112.24
Minnesota Revenue	27,508.05
Final Total:	189,620.29

MANUAL WARRANTS 03/09/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,985.96
Final Total:	2,985.96

MANUAL WARRANTS 03/10/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	4,999.43
Final Total:	4,999.43

MANUAL WARRANTS 03/20/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	140,307.64
Final Total:	140,307.64

MANUAL WARRANTS 03/20/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	118.38
Final Total:	118.38

MANUAL WARRANTS 03/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	318.00
Final Total:	318.00

MANUAL WARRANTS 03/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	388.17
Minnesota Revenue	3,404.00
Mn Dept Of Rev Tax Division	31,101.77
Mn Dept Of Revenue	34.00
Mn Dept Of Revenue	125.00
Final Total:	35,052.94

MANUAL WARRANTS 03/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	259,454.50
Final Total:	259,454.50

MANUAL WARRANTS 03/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	159,726.90
Minnesota Revenue	26,959.60
Final Total:	186,686.50

MANUAL WARRANTS 03/23/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	7,090.43
Final Total:	7,090.43

MANUAL WARRANTS 03/30/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,904.11
Final Total:	1,904.11

MANUAL WARRANTS 03/30/2020

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	1,762,706.25
Final Total:	1,762,706.25

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MARCH 24, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., March 24, 2020 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee and Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: Valerie Bjerk, Deputy Clerk of the Board.

Chair Willhite offered a prayer for the group in light of the coronavirus impacts on people and our country.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the revised March 24, 2020 agenda adding No. 4 under Environmental Services.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the March 24, 2020 consent agenda:

1. Approve the March 17, 2020 Board minutes.
2. Approve payment to Minnesota Counties Intergovernmental Trust, St. Paul, MN in the amount of \$42,908.00 for 2020 Property Re-Insurance Coverage for the Resource Recovery Facility.
3. Approve payment to Enterprise FM Trust, Kansas City, MO in the amount of \$10,460.60 vehicle maintenance for the Sheriff's Office.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he had a virtual Northwestern Mental Health Center meeting; subcommittees, financial information and the COVID-19 virus were the main topics.
2. Commissioner Strandell brought forth that he had an MPO meeting via telephone.
3. Commissioner Willhite brought forth that he had an Emergency Preparedness meeting where the COVID-19 virus was the topic of discussion. A Lake Agassiz Regional Library meeting was held where fund raising was discussed.
4. Commissioner Lee brought forth that she had an SCHSAC (State Community Health Services Advisory Committee) meeting/MDH Board meeting where the COVID-19 virus was the topic of discussion. Also an Inter-County Community Council meeting was attended where assistance, grants and funding were discussed.
5. Commissioner Diedrich brought forth that he had a virtual Northwestern Mental Health Center meeting; subcommittees, financial information and the COVID-19 virus were the main topics.

SHERIFF

Jim Tadman, Polk County Sheriff, along with Jody Beauchane, Emergency Management came before the Board with matters pertaining to the Sheriff's Office:

1. Purchase of New Emergency Management/Command Trailer

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to accept the quote from Outlet Recreation.com for an EM/Command trailer in the amount of \$29,105.00 and amending the Sheriff's Department 2020 budget to allow for this trailer purchase.

2. Resolution (2020-32) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From The City of Climax In Memory Of Gary Letness

**Resolution Accepting Financial Donations On Behalf Of Polk
County Sheriff's Office From The City of Climax In Memory Of
Gary Letness**
RESOLUTION (2020-32)

The following resolution (2020-32) was offered by Commissioner Strandell:

WHEREAS, City of Climax has made a financial donation of \$100.00 in memory of Gary Letness to support the Polk County K9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept the financial donation on behalf of Polk County Sheriff's Office and put towards the Polk County K9 Program.

NOW THEREFORE BE IT RESOLVED, By the County Board of Polk County, Minnesota as follows:

1. The financial donations from the City of Climax in memory of Gary Letness, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for Polk County K9 Program.

Commissioner Diedrich seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Strandell, Willhite and Jacobson. NAYS: None.

3. Resolution (2020-33) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Kustom Kollision, LLC, Crookston, MN

**Resolution Accepting Financial Donations On Behalf Of Polk
County Sheriff's Office From Kustom Kollision, LLC, Crookston, MN**
RESOLUTION (2020-33)

The following resolution (2020-33) was offered by Commissioner Jacobson:

WHEREAS, Kustom Kollision LLC, Crookston, MN made a financial donation of \$500.00 to support the Polk County K9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept the financial donation on behalf of Polk County Sheriff's Office and put towards the Polk County K9 Program.

NOW THEREFORE BE IT RESOLVED, By the County Board of Polk County, Minnesota as follows:

1. The financial donations from Kustom Kollision LLC, Crookston, MN which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for Polk County K9 Program.

Commissioner Lee seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Strandell, Willhite and Jacobson. NAYS: None.

4. Monthly Sheriff Reports

The February monthly Sheriff Reports were discussed and presented to the Board. (Monthly reports on file in the Administrator's Office)

ENVIRONMENTAL SERVICES

Jon Steiner, Environmental Service Director came before the Board with matters pertaining to his department:

1. Tire Recycling Contract - 2020

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve ESA to execute the Contract as presented to the Board for tire recycling service with Liberty Tire, Savage, MN with added language reserving the right to use the tires for any Polk County purpose without penalty. (Contract on file in the Administrator's Office)

2. 2020 Score Resolution

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the Environmental Services Director to execute the SCORE Grant Agreement as presented to the Board with the Minnesota Pollution Control Agency for FY 2020. (Agreement on file in the Administrator's Office)

3. Landfill Expansion – Wetland Replacement

Discussion of the Landfill Expansion – Wetland Replacement was tabled and will be discussed at a future Board meeting.

4. * Amendment #01 – CY 2020 – CY 2022 Polk County Roll-Off Hauling Contract

The Amendment to Contract #01 CY 2020 – CY 2022 Polk County Roll-Off Hauling Contract was discussed and presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Amendment to Contract #01 as presented. (Amendment on file in the Administrator's Office)

HIGHWAY

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

1. New or Low Hour Used Motor Grader

Tabled until a future Board meeting (waiting on quotes)

2. Radios For Highway Department

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the quote to Stones Radio, Grand Forks, ND in the amount of \$80,537.40 for the 800 MHZ radios and amending the Highway Department’s 2020 budget to reflect this purchase. Sanders was asked to check if 800 MHZ grant funding for this purchase is available.

3. SP 060-621-014 CSAH 21 from TH 220 to TH 75

Tabled until future Board meeting (waiting on information)

4. SP 060-601-061 CSAH 1 from CSAH 10 to TH 59 & SP 060-616-010 CSAH 16 from TH 75 to CSAH 9

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award SP 060-601-061 etc. to Knife River Materials, Bemidji, MN in the amount of \$1,881,907.80 and have the Chair and the Polk County Administrator sign the contracts.

5. SAP 060-620-018 CSAH 20 from CSAH 19 to CSAH 21

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award SAP 060-620-018 to Knife River Materials, Bemidji, MN in the amount of \$552,441.70 and have the Chair and the Polk County Administrator sign the contracts.

ADMINISTRATION

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to his department:

1. Resolution (2020-34) Declaring A State Of Emergency (COVID-19)

Declaring A State Of Emergency (COVID-19)
RESOLUTION (2020-34)

The following resolution (2020-34) was offered by Commissioner Lee:

WHEREAS, The COVID-19 pandemic event will impact the population of Polk County and its cities due to the disruption of services, to include the closure of schools, childcare services and other services that will negatively impact day to day life; and

WHEREAS, The Polk County Emergency Management Director requests the Polk County Board declare Polk County in a STATE OF EMERGENCY for the COVID-19 pandemic event of March 2020.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners declares Polk County in a State of Emergency for conditions

resulting from the COVID-19 pandemic event of March 2020.

Commissioner Strandell seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Strandell, Willhite and Jacobson. NAYS: None.

2. Discussion of Future County Board Meetings and Public Access

Options were discussed with the Board regarding the future Board meetings and public access.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to amend the March 24, 2020 agenda adding Resolution (2020-35) Restricting Public Access To County Buildings During The Novel Coronavirus Outbreak Of 2020.

1. Resolution (2020-35) Restricting Public Access To County Buildings During The Novel Coronavirus Outbreak Of 2020

**Restricting Public Access To County Buildings
During The Novel Coronavirus Outbreak Of 2020**
RESOLUTION (2020-35)

The following resolution (2020-35) was offered by Commissioner Strandell:

WHEREAS, On March 13, 2020, the Governor of the State of Minnesota declared a peacetime emergency related to the transmission of the novel coronavirus and its resulting illness, which is designated as COVID-19;

WHEREAS, COVID-19 is a viral respiratory illness caused by a novel coronavirus, which is potentially fatal and known to spread rapidly among populations without preventative measures and rapid action by local authorities;

WHEREAS, Public health authorities have recommended that action be taken to reduce likelihood of novel coronavirus transmission in public places and in order to slow down “community transmission” of the virus;

WHEREAS, The Polk County Board of Commissioners has a responsibility to manage operations within its facilities in a way that best protects Polk County employees from becoming ill and best prevents or slows the transmission of the novel coronavirus;

WHEREAS, Many cities and counties in Minnesota are restricting public access to city and county buildings in light of the state of emergency and the COVID-19 outbreak;

WHEREAS, On March 17, 2020, the Polk County Board of Commissioners passed a resolution authorizing the Polk County Administrator and the Board Chair to limit the public’s access to Polk County buildings if deemed necessary due to the COVID-19 outbreak; and

WHEREAS, On Friday March 20, 2020, The County Administrator, in consultation with the Board Chair, closed Polk County offices to the general public pending response to mitigation efforts against the COVID-19 virus; and

WHEREAS, Minn. Stat. 373.052, subd. 1b, authorized the County Board to close county offices if there is an emergency situation, public business is transacted at other reasonable times and places, and the public interest is served. That statute also authorizes the County Board to retroactively approve an emergency closing at its next succeeding meeting; and

WHEREAS, The Polk County Board of Commissioners believes that the public interest will be served by limiting public access to county buildings in light of the COVID-19 outbreak.

THEREFORE BE IT RESOLVED THAT:

1. Effective as of noon, Friday, March 20, 2020, all county buildings are closed to physical public access until further notice except as allowed by the County's modified procedures for access to county services referred to above.
2. The County Administrator is directed to work with county department heads to develop and institute procedures and policies for the provision of essential county services without the requirement of entry into county buildings; primarily by phone, email, and other means, without unnecessary face-to-face contact between members of the public and county employees.
3. Any procedures shall be consistent with the Orders issued by the Supreme Court of the State of Minnesota on March 13, 2020, and March 20, 2020.
4. Any procedures shall be consistent with Open Meeting Law (providing access of the public to public meetings of public bodies), Government Data Practices Law, the Americans with Disabilities Act, or any other state or federal law.
5. Closure of Polk County buildings will continue until further resolution of the County Board or until otherwise directed by the County Administrator.

Commissioner Diedrich seconded the foregoing resolution and it was declared adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Willhite and Jacobson. NAYS: None.

PUBLIC HEALTH

Sarah Reese, Public Health Director came before the Board with matters pertaining to her department:

1. COVID-19 Update

An update was given to the Board regarding the COVID-19 virus. The Minnesota Department of Health website was referenced.

With no further business the Board adjourned to reconvene at 8:00 a.m., April 7, 2020.

Gary Willhite, Chair

Charles S. Whiting, Polk County Administrator
Clerk of the Board



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS
CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: MICHELLE COTE, DIRECTOR OF PROPERTY RECORDS

MEETING DATE: April 7, 2020

AGENDA ITEM: LIQUOR LICENSE FEES

SUMMARY:

- 1) The 2020-2021 Liquor License renewal process is upon us. The current fee structure is as follows:

Off Sale	\$ 500.00
On Sale	\$1,200.00
Sunday	\$ 100.00
Off Sale 3.2	\$ 25.00

COVID19 has created a significant impact the way these entities can do business if at all. I feel a discussion of the fees is appropriate.

ACTION REQUESTED:

Discussion and possible action regarding the fee structure of the 2020 – 2021 Liquor Licenses.



POLK COUNTY SOCIAL SERVICES

612 North Broadway, Room 302, Crookston, MN 56716-1452

Phone (218) 281-3127 * Fax (218) 281-3926

Toll Free (877) 281-3127

www.co.polk.mn.us

DATE: April 7, 2020

TO: Polk County Board of Commissioners

FROM: Karen Warmack, Director

AGENDA ITEM: Social Worker-CPS Replacement Request

SUMMARY: Replacement of a Social Worker-Child Protection Specialist based in the Crookston Office working with the Child Protection Unit conducting assessments and ongoing child protection services.

ACTION REQUESTED: (MOTION)

Board approval to refill Social Worker-Child Protection Specialist, and any internal subsequent position vacancies occurring because of this action.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 04-07-2020

AGENDA ITEM: Replace Maintenance Man II Position

SUMMARY:

1. A Polk County Highway Maintenance Man II position has filed resignation papers effective March 27, 2020
2. Need approval to fill position.

ACTION REQUESTED:

1. A motion was made by _____ seconded by _____ to allow Polk County Highway to fill a Maintenance Man II position and authorize Human Resources to advertise for the position.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders – County Engineer

MEETING DATE: 04-07-2020

AGENDA ITEM: New or Low Hour Used Motorgrader

SUMMARY:

1. Attached is the abstract of quotes received to furnish a new or low hour motorgrader.
2. Lowest responsible quote is RDO Equipment of Grand Forks, ND

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion by _____ seconded by _____ to award the quote to RDO Equipment of Grand Forks, ND in the amount of \$240,590.00



Board of Commissioners

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612 N Broadway – Room 211
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TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 04-07-2020

AGENDA ITEM: SP 060-601-061 CSAH 1 from CSAH 10 to TH 59
SP 060-616-010 CSAH 16 from TH 75 to CSAH 9

SUMMARY:

1. Bids were received Friday March 13, 2020 at 2pm electronically
2. Bids were abstracted and the lowest responsible bidder was Knife River Materials of Bemidji, MN in the amount of \$1,881,907.80
3. Abstracts to be handed out at Board Meeting

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion was made by _____ seconded by _____ to award SP 060-601-061 etc. to Knife River Materials of Bemidji, MN in the amount of \$1,881,907.80 and have the Chair and Administrator sign the contracts.



Board of Commissioners

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612 N Broadway – Room 211
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TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 04-07-2020

AGENDA ITEM: SP 060-621-014 CSAH 21 from TH 220 to TH 75

SUMMARY:

1. Bids were received Friday March 13, 2020 at 2pm electronically
2. Bids were abstracted and the lowest responsible bidder was Knife River Materials of Bemidji, MN in the amount of \$2,475,221.00
3. Abstracts to be handed out at Board Meeting

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion was made by _____ seconded by _____ to award SP 060-621-014 to Knife River Materials of Bemidji, MN in the amount of \$2,475,221.00 and have the Chair and Administrator sign the contracts.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 04-07-2020

AGENDA ITEM: SAP 060-623-019 – CSAH 23 from TH 220 to 1 mi. East of Tabor, MN – Widen/overlay

SUMMARY:

1. Bids were received Friday April 3, 2020 at 2pm electronically
2. Bids were abstracted and the lowest responsible bidder was ?
3. Abstracts to be discussed at Board Meeting

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion was made by _____ seconded by _____ to award SAP 060-623-019 to ??? in the amount of \$???? and have the Chair and Administrator sign the contracts.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 04-07-2020

AGENDA ITEM: SAP 060-601-065 - CSAH 1 in Beltrami, MN
SAP 060-112-001 - CSAH 112 in Beltrami, MN
SAP 060-601-067 - CSAH 1 in Neilsville, MN
SAP 060-109-001 - CSAH 109 in Neilsville, MN

SUMMARY:

1. Bids were received Friday April 3, 2020 at 2pm electronically
2. Bids were abstracted and the lowest responsible bidder was ?
3. Abstracts to be discussed at Board Meeting

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion was made by _____ seconded by _____ to award SAP 060-109-001 etc. to ??? in the amount of \$???? and have the Chair and Administrator sign the contracts.



Board of Commissioners

Polk County Government Center
612 N Broadway – Room 211
Crookston, MN 56716-1452
Phone: (218) 281-5408
Fax: (218) 281-3808
www.co.polk.mn.us

COMMISSIONERS

GERALD JACOBSON, Fertile
WARREN STRANDELL, East Grand Forks
GARY WILLHITE, Crookston
JOAN LEE, VICE CHAIR, McIntosh
DON DIEDRICH, CHAIR, Warren

COUNTY ADMINISTRATOR
CHARLES S. WHITING

TO: POLK COUNTY BOARD OF COMMISSIONERS

CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: Mark Dietz, Director, Polk County Facilities Management Department

MEETING DATE: 4/7/2020

AGENDA ITEM: Change Order 001

SUMMARY: To construct a new elevator machine room in the Government Center Building.

- 1) Review Proposal 001 and support material to build a new machine room in the Government Center Building for the sum of \$14,528.00
- 2) Review Proposal 003 and support material to add one additional office space and eliminate one restroom for the sum of (\$2,232.00)
- 3) Review Proposal 004 and support material to salvage and reuse existing doors and frames at a savings of (\$10,804.00), Ten Thousand, Eight Hundred and Four Dollars and no cents.
- 4) Review Change order 001 provided by Scott Sosalla with a net change of (\$5,956.00) Five Thousand, Nine Hundred Fifty-Six Dollars, and no cents.
- 5) (Proposal #4 credit of \$10,804.00) – (Proposal 001 Cost of \$14,528.00) + (Proposal 003 Cost of \$2,232.00) = Net change of \$5,956.00

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

Please make the motion to accept Change order #1 and all it's parts for the Net change of (\$5,956.00) Five Thousand, Nine Hundred Fifty-Six Dollars and no cents



Diversified Contractors, Inc.
 PO Box 10506
 Fargo, ND 58106
 701-232-6490 · 701-232-1766
 info@diversifiedcontractorsinc.net

Page No. _____ of _____

PROPOSAL 001

PROPOSAL SUBMITTED TO Architectural Resources, Inc.		TODAY'S DATE 3/9/2020	DATE OF PLANS/PAGE #'S 12/26/2019
PHONE NUMBER 218-263-6868	EMAIL scott.sosalla@arimn.com	JOB NAME Polk County Human Services Remodel	
ADDRESS, CITY, STATE, ZIP 704 East Howard St. Hibbing, Mn 55746		JOB LOCATION 1424 Central Ave. NW, East Grand Forks, MN	

Diversified Contractors proposes hereby to furnish labor, material, and equipment to make modifications to 612 N, Broadway, Crookston Mn mother's room to accommodate a new elevator machine room. Work assumes door frame will remain in place.

Diversified Labor & Material	\$	6,832.00
Electrical Upgrades (Labine)	\$	6,376.00
OH&P	\$	1,320.00

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of:

Fourteen Thousand Five Hundred Twenty Eight Dollars & 00/100 (\$ 14,528.00)

Payment as follows: Progress payments

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized
Signature

Note: this proposal may be
 withdrawn by us if not accepted
 within 30 days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____

LABINE ELECTRIC INC.

BOX 338

ARGYLE, MN 56713

PHONE 218-437-8470

FAX 218-437-6640

03/06/2020

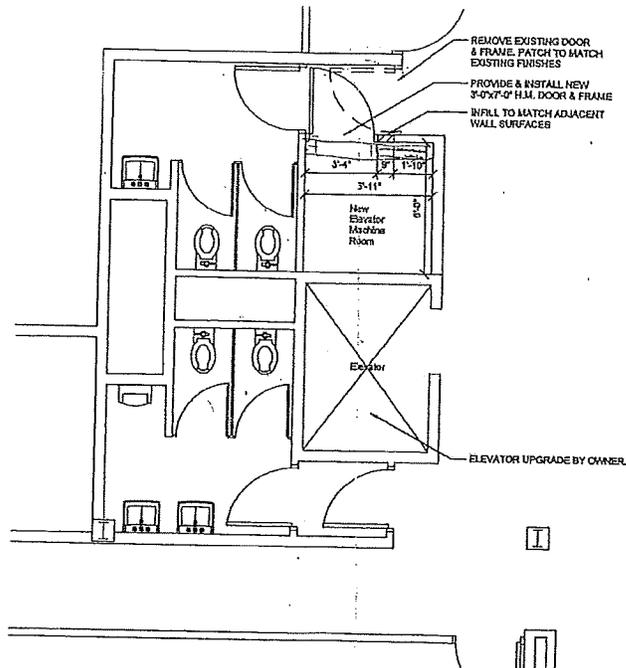
POLK COUNTY GOVERNMENT CENTER
CROOKSTON
ESTIMATE ON POWER TO ELEVATOR

- 1 600V FUSIBLE DISCONNECT NEMA 1
- 3 600V TIME DELAY 40A FUSES
- 1 FEED FROM EXISTING ELEVATOR POWER.
- 1 2 X 2 DROP IN LED FIXTURE
- 1 MOTOR FEED FROM DISCONNECT
- 1 20A SINGLE POLE SWITCH
- 1 INSPECTION FEE

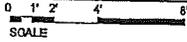
MATERIAL AND LABOR

LOT PRICE **\$6,376.00**

612 N. Broadway



1st FLOOR PLAN



DRAWN BY:
MP

SHEET NUMBER:
RA1.1

DATE:
25-FEB-2020

PROJECT NUMBER:
19-106

PROJECT NAME
POLK COUNTY ELEVATOR





Diversified Contractors, Inc.
 PO Box 10506
 Fargo, ND 58106
 701-232-6490 · 701-232-1766
 info@diversifiedcontractorsinc.net

Page No. _____ of _____

PROPOSAL 003

PROPOSAL SUBMITTED TO Architectural Resources, Inc.		TODAY'S DATE 3/23/2020	DATE OF PLANS/PAGE #'S 12/26/2019
PHONE NUMBER 218-263-6868	EMAIL scott.sosalla@arimn.com	JOB NAME Polk County Human Services Remodel	
ADDRESS, CITY, STATE, ZIP 704 East Howard St. Hibbing, Mn 55746		JOB LOCATION 1424 Central Ave. NW, East Grand Forks, MN	

Diversified Contractors proposes hereby to furnish labor, material, and equipment to revise office area per drawings enclosed on ARI PR #001. Includes door security for Intercounty Office.

DC Labor	\$	(517.00)
DC Material	\$	(128.00)
Supply, Hang, Tape, and Insulation (Atlas Contracting)	\$	1,337.00
Painting (Atlas Contracting)	\$	585.00
Ceramic Tile (STC Flooring)	\$	(1,050.00)
Toilet Accessories (Tri-State)	\$	(448.00)
Mechanical (Custom Aire)	\$	(1,700.00)
Electrical (Labine)	\$	3,736.50
Resilient Flooring & Base (Great Plains)	\$	214.00
OH&P	\$	202.50

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of:

Two Thousand Two Hundred Thirty Two Dollars Dollars & 00/100 (\$ 2,232.00)

Payment as follows: Progress payments

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary Insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized
Signature

Note: this proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____



AIA[®]

Document G709™ – 2018

Proposal Request

PROJECT: *(name and address)*

Polk County Human Services Remodel

CONTRACT INFORMATION:

Contract For: Complete Construction
Date: January 29, 2020

Architect's Project Number: 16-133

Proposal Request Number: 001

Proposal Request Date: February 27, 2020

OWNER: *(name and address)*

Polk County
612 North Broadway
Crookston, MN 56716

ARCHITECT: *(name and address)*

Architectural Resources, Inc.
704 East Howard Street
Hibbing, MN 55746

CONTRACTOR: *(name and address)*

Diversified Contractors, Inc.
P.O. Box 10506
Fargo, ND 58106

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within seven (7) days or notify the Architect in writing of the anticipated date of submission.

(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

1. Provide credit to savage existing doors per enclosed drawings A0.2 and A1.1.
2. Provide cost change to revise office area per enclosed drawing.

Attachments:

A0.2 - Selective Demolition Plan (12/26/2019, 34x22 drawing)

A1.1 - Area "A" Floor Plan & Details (12/26/2019, 34x22 drawing)

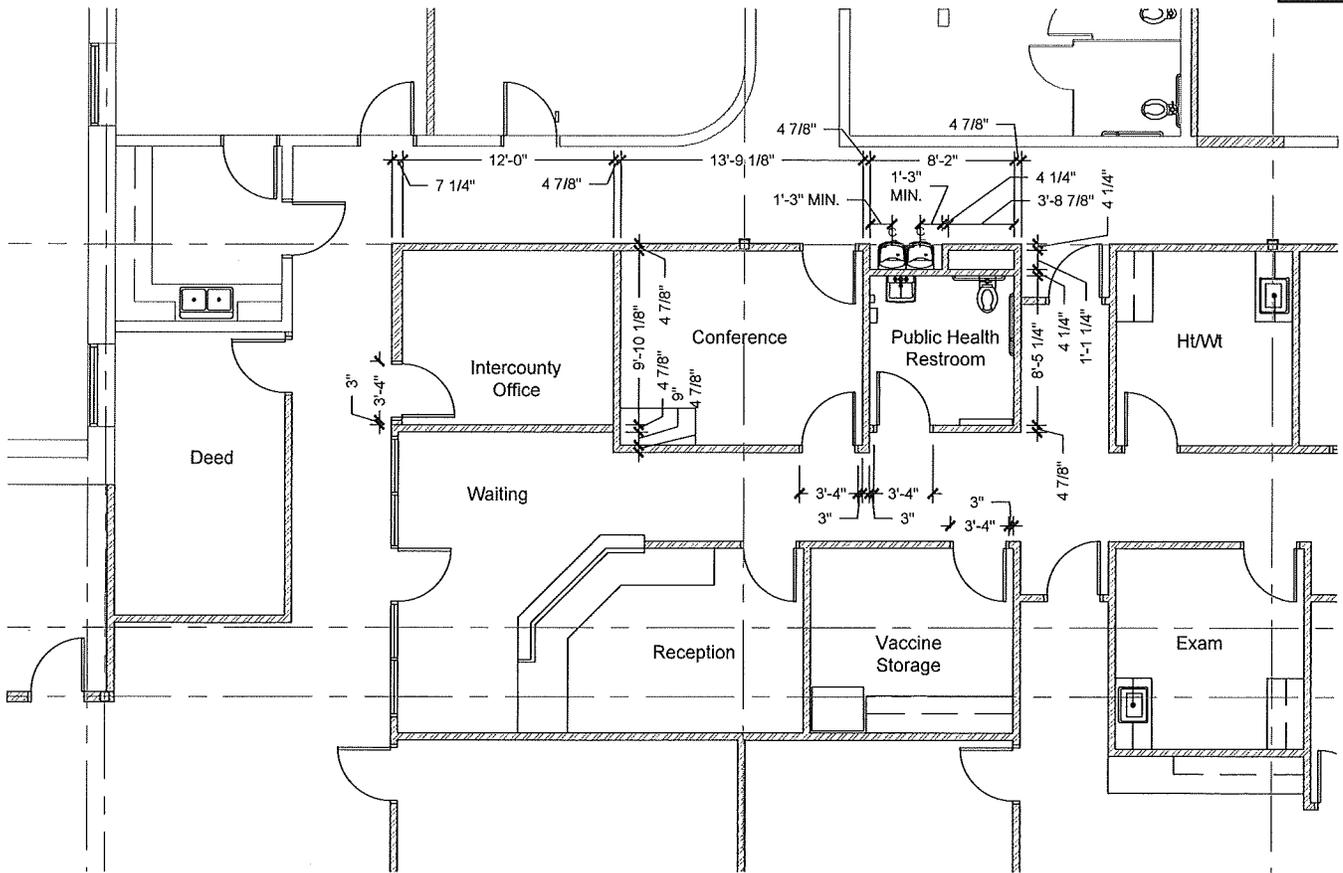
Intercounty Office & Public Health Restroom (2/27/2020, 11x8-1/2 drawing)

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY THE ARCHITECT:

Scott Sosalla, Principal

PRINTED NAME AND TITLE



Polk County Social Services - Intercountry Office & Public Health Restroom

0 1' 2' 4' 8' 16'
SCALE

#16-133, KNI

02/27/2020



Jesse Morrow

From: Ivan Kuznetsov <lei4434@yahoo.com>
Sent: Tuesday, March 10, 2020 9:16 AM
To: Jesse Morrow
Subject: Re: Polk county human services

\$1,337.60 is the for the Drywall, Tape and Insulation

Thanks

Atlas Contracting, Inc
P.O. Box 184
East Grand Forks, MN 56721
lei4434@yahoo.com
(218) 902-0653

LABINE ELECTRIC INC.
BOX 338
ARGYLE, MN 56713

MARCH 26, 2020

TO: DIVERSIFIED CONTRACTORS INC.
PROPOSAL FOR ROOM CHANGES

ELECTRICAL ADD

ADDING DOOR SECURITY	2686.50
LABOR	600.00
ADDING 3 RECEPTACLES	450.00
TOTAL ADD:	\$3763.50

Jesse Morrow

From: Ivan Kuznetsov <lei4434@yahoo.com>
Sent: Monday, March 9, 2020 5:59 PM
To: Jesse Morrow
Subject: Polk county Human Services

I forgot about the painting. sorry

\$585.00 Additional for painting

thanks

Atlas Contracting, Inc
P.O. Box 184
East Grand Forks, MN 56721
lei4434@yahoo.com
(218) 902-0653

Jesse Morrow

From: Alex Schaleben <Alex@STCFlooring.net>
Sent: Thursday, March 19, 2020 8:52 AM
To: Jesse Morrow
Subject: RE: Polk County

Jesse,

In response to PR001 It would be a \$1050.00 deduct.

Thanks,
Alex

STC Flooring
2512 West Main Ave
West Fargo, ND 58078
Cell: 701-361-6983
Phone: 701-373-0606
Fax: 701-373-0626



Tri-State Specialties

MAILING ADDRESS: P.O. Box 1184

Moorhead, MN 56561-1184

PHYSICAL ADDRESS: 3345 Fourth Street East, #2

West Fargo, ND 58078

T701-540-6758

C701-306-1241

F701-552-7205

E-Mail: joey_tss@yahoo.com

Section #10 28 00 – Toilet Accessories

Includes (1) 18" Grab Bars, (1) 36" Grab Bars, (1) 42" Grab Bars, (1) Toilet Paper Holders, (1) Mirrors 24"W x 36"H, (1) Soap Dispensers

Qualifying Notes:

- 1) Specified Toilet Paper Holder Does Not have Phenolic Shelf and is Chrome Plated Steel in Lieu of Stainless Steel
- 2) Specified Soap Dispenser Model is Invalid – Quoting Bradley's Model #6543 (Equal to Bobrick's B-2111)
- 3) Sanitary Napkin Vendor Deleted by Addendum (\$ 448.00)

IMPORTANT: SALES TAX IS EXCLUDED IN ALL QUOTE TOTALS. THANK YOU.

Terms: This proposal is subject to the following terms and conditions: (1) Net 30 Days, No Retainage (2) We are a material supply only. Labor and field verification of dimensions & quantities is to be by general contractor. (3) Quote does NOT include sales tax. (4) Quote includes freight (1 shipment to 1 designation) unless otherwise stated. (5) Signature at time of delivery signifies that you received the material in fair and good condition. Any concealed or visible damage must be noted on the Bill of Lading at time of delivery, or the freight carrier will reject your claim. (6) The manufacturer's standard warranty will be apply in all cases. (7) Materials will be delivered as promptly as possible or per your requested delivery date, subject to delays occasioned by fire, accident, labor strikes or any other cause beyond our control. (8) No liquidated damages or backcharges are allowed. (9) Any change which necessitates alterations or extra material not included in our proposal shall be charged for accordingly. (10) In the event you accept this proposal, yet use your own contract form, it is understood that all terms and conditions of this proposal are to be incorporated and made a part thereof. (11) Acceptance of this quote must be made within 30 days to have it price protected through the above stated expiration date. The material must also ship on or before the expiration date. (12) Accounts past due shall bear interest at the rate of 1.5% per month.

CHANGE PROPOSAL 1

DATE: MARCH 5, 2020
ATTN: JESSE MORROW
COMPANY: DIVERSIFIED CONTRACTORS INC.
RE: POLK COUNTY HUMAN SERVICES REMODEL

Custom Aire Inc. proposes to offer the following credit per PR – 001. This includes eliminating 1 bathroom group and relocation of drinking fountains.

Subcontractor Total	\$ (1,790.00)
Office Administration	\$ 90.00
Total Amount	\$ (1,700.00)

Total Deduct: \$1,700.00

Sincerely,

Jeff Johnson
Custom Aire, Inc.



QUALITY PLUMBING INC.

Billing Address:
PO Box 476
Crookston, MN 56716

Showroom Address:
535 3rd Ave SW
Crookston, MN 56716
Phone (218) 281-1351 Fax (218) 281-2668

PR 001:

03/02/2020 Polk County Human Services Remodel Project# 16-133

Here is an estimation of labor and parts for your project. If you have any questions or need any other information, please let us know. Thank you for the opportunity to help you with your project.

PR001 (-\$1,790.00) Deduct/Credit

Anything above and beyond the amount set forth above, or any changes that are made will result in additional costs. We reserve the right to withdraw this proposal if not accepted by both parties within 30 days. Price quoted guaranteed for 30 days, subject to change after that time. Fixtures and materials ordered 60 days or more beyond proposal date are subject to price increases from manufacturers and will be passed on to project owner.

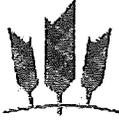
Again, Thank you for the opportunity to help you with your project. Please do not hesitate to call us for your plumbing and service needs.

Signature of Acceptance:

Sincerely,

A handwritten signature in cursive script, appearing to read 'Dan Nystad', written over a horizontal line.

HN Quality Plumbing, Inc.
Dan Nystad, Owner
Doug Holtman, Owner



**GREAT PLAINS
FLOORING**

greatplains.floors@gmail.com
701.793.1521

625 13 st N.E. Suite A
West Fargo ND 58078

Date: 03-09-2020

Subject: Polk County

We are pleased to quote the following items, with all labor and material necessary to complete the install according to the plans and specifications, unless otherwise noted. All applicable taxes are included in the quote

Section: <u>PR #1</u>	\$ <u>214</u>
Section: _____	\$ _____
Section: _____	\$ _____
Combined price on the above sections:	\$ _____

Proposal Acceptance Signature _____

Proposal includes minor floor prep, small cracks, holes etc. after concrete meets specs for smoothness and flatness
 Additional floor prep will be billed at \$65.00 per bag(labor and material)
 Proposal includes initial moisture testing. Additional testing due to moisture, will be billed at \$50 per test plus \$150 trip
 Proposal does not include post installation protection
 Proposal does not include dumpster, use of general contractors dumpster is assumed at no cost
 Chemically abating asbestos will void manufactures warranties of adhesion to substrate



Diversified Contractors, Inc.
 PO Box 10506
 Fargo, ND 58106
 701-232-6490 · 701-232-1766
 info@diversifiedcontractorsinc.net

Page No. _____ of _____

PROPOSAL 004

PROPOSAL SUBMITTED TO Architectural Resources, Inc.		TODAY'S DATE 3/24/2020	DATE OF PLANS/PAGE #'S 12/26/2019
PHONE NUMBER 218-263-6868	EMAIL scott.sosalla@arimn.com	JOB NAME Polk County Human Services Remodel	
ADDRESS, CITY, STATE, ZIP 704 East Howard St. Hibbing, Mn 55746		JOB LOCATION 1424 Central Ave. NW, East Grand Forks, MN	

Diversified Contractors proposes hereby to provide a credit to salvage and reuse existing doors and frames per item #1 on ARI PR #001.

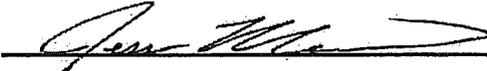
DC Labor	\$	(1,410.00)
DC Material	\$	(158.70)
Taping	\$	(720.00)
Doors, Frames, & Hdwe (Central Door)	\$	(8,089.00)
Glazing (Thief River Glass)	\$	(426.30)

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of:

Ten Thousand Eight Hundred Four Dollars & 00/100 (\$ (10,804.00))

Payment as follows: Progress payments

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized Signature 

Note: this proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____



AIA[®]

Document G709™ – 2018

Proposal Request

PROJECT: *(name and address)*
Polk County Human Services Remodel

CONTRACT INFORMATION:
Contract For: Complete Construction
Date: January 29, 2020

Architect's Project Number: 16-133
Proposal Request Number: 001
Proposal Request Date: February 27, 2020

OWNER: *(name and address)*
Polk County
612 North Broadway
Crookston, MN 56716

ARCHITECT: *(name and address)*
Architectural Resources, Inc.
704 East Howard Street
Hibbing, MN 55746

CONTRACTOR: *(name and address)*
Diversified Contractors, Inc.
P.O. Box 10506
Fargo, ND 58106

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within seven (7) days or notify the Architect in writing of the anticipated date of submission.

(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

1. Provide credit to savage existing doors per enclosed drawings A0.2 and A1.1.
2. Provide cost change to revise office area per enclosed drawing.

Attachments:

- A0.2 - Selective Demolition Plan (12/26/2019, 34x22 drawing)
- A1.1 - Area "A" Floor Plan & Details (12/26/2019, 34x22 drawing)
- Intercounty Office & Public Health Restroom (2/27/2020, 11x8-1/2 drawing)

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

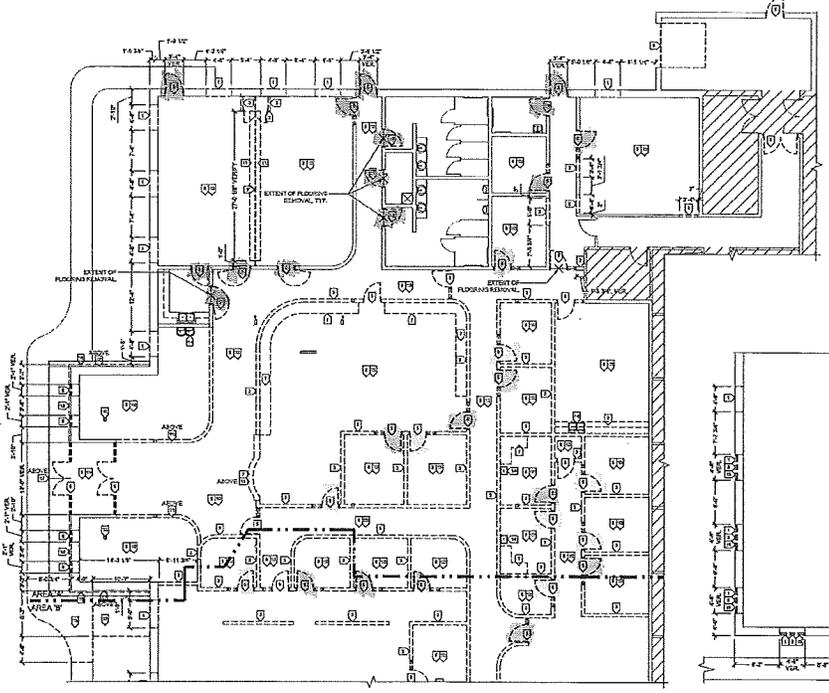
REQUESTED BY THE ARCHITECT:

Scott Sosalla, Principal

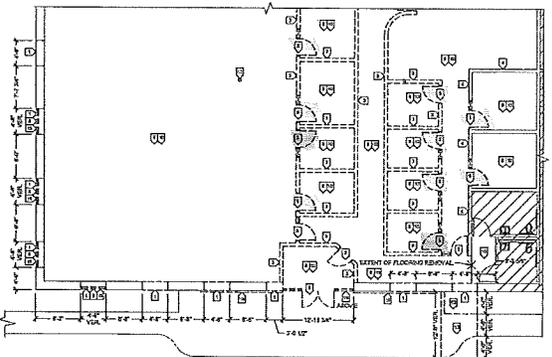
PRINTED NAME AND TITLE

- GENERAL NOTES**
1. CONTRACTOR TO VERIFY EXISTING DOOR FRAME TO DEMOLITION.
 2. CONTRACTOR TO VERIFY LOCATIONS OF EXISTING WALLS/LEGERS PRIOR TO CONSTRUCTION.
 3. PENETRATIONS THROUGH EXTERIOR WALLS MUST BE SEALED BACK TO WEATHER BARRIER IN ACCORDANCE TO MANUFACTURER RECOMMENDATION.
 4. PROTECT EXISTING FINISHES TO REMAIN FROM DAMAGE DURING DEMOLITION AND CONSTRUCTION.

- (13)  DOOR/FRAME TO REMAIN (NEW HARDWARE)
- (13)  DOORS TO SAWAGE W/ NEW HARDWARE & FRAME
- (16)  DOORS TO SAWAGE W/ NEW HARDWARE & FRAME



- SELECTIVE DEMOLITION NOTES**
- D1 REMOVE SECTION OF EXTERIOR WALL, PREPARE ROUGH OPENING FOR INSTALLATION OF NEW DOOR OR NEW WINDOW.
 - D2 REMOVE EXISTING WALL.
 - D3 REMOVE EXISTING LATCH OF EXISTING HINGED DOOR FOR INSTALLATION OF NEW.
 - D4 REMOVE EXISTING DOOR, FRAME, HINGES, RELATED WALL BRACE, AND ELECTRICAL WIRE. EXISTING EXISTING LATCH ON EXTERIOR DOORS TO REMAIN.
 - D5 REMOVE EXISTING WINDOW, REMOVE ONLY TO ACCOMMODATE NEW WINDOW HEIGHTS. PREPARE OPENING FOR INSTALLATION OF NEW WINDOW.
 - D6 REMOVE EXISTING CABINETS, COUNTERTOPS, HANGERS, AND RELATED ACCESSORIES.
 - D7 REMOVE EXISTING FLOOR FINISH AND BASE, PREPARE SURFACE FOR NEW FLOOR.
 - D8 REMOVE EXISTING PARTITION, TRACK, HANGERS, AND ACCESSORIES.
 - D9 REMOVE EXISTING CEILING SYSTEM AND ACCESSORIES SEE ELECTRICAL FOR LIGHT-FUTURE REMOVAL.
 - D10 REMOVE EXISTING CEILING BEVEL.
 - D11 REMOVE EXISTING COLLIER WORK.
 - D12 REMOVE EXTERIOR EXISTING FINISHES AND BRIL TO EXPOSE FINISH ON PLUMBING. REMAINING BRICKS AND REINFORCED FOUNDATION FROM DAMAGE. PREPARE SILL FOR NEW WINDOW.
 - D13 REMOVE EXISTING PLASTERED FINISHES.
 - D14 REMOVE EXISTING LATCH.
 - D15 REMOVE EXTERIOR BRACE FRAMES, PROTECT EXISTING GYP FROM DAMAGE.
 - D16 REMOVE CANOPY FINISHES, FASTENERS, SCOFF, AND BRACING. PREPARE FOR NEW FINISHES.
 - D17 REMOVE EXISTING DOOR, HINGES, AND RELATED WALL BRACE. EXISTING DOOR FRAME TO REMAIN AND RECEIVE NEW FOOT. PATCH HOLES AT ADJACENT HARDWARE.



SELECTIVE DEMOLITION PLAN - AREA 'A'

SCALE: 1/8" = 1'-0"

SELECTIVE DEMOLITION PLAN - AREA 'B'

SCALE: 1/8" = 1'-0"



ARI

ARCHITECTURE
LANDSCAPE ARCHITECTURE
INTERIOR DESIGN
DISTRIBUTION
TECHNOLOGY

27422 HOWARD STREET
BETHESDA, MARYLAND 20814
TEL: 301.221.8818
FAX: 301.221.8820

124 KARL RUPPEL STREET
BETHESDA, MARYLAND 20812
TEL: 301.221.2811
FAX: 301.221.1811

**Polk County
Human Services
Building Remodel**

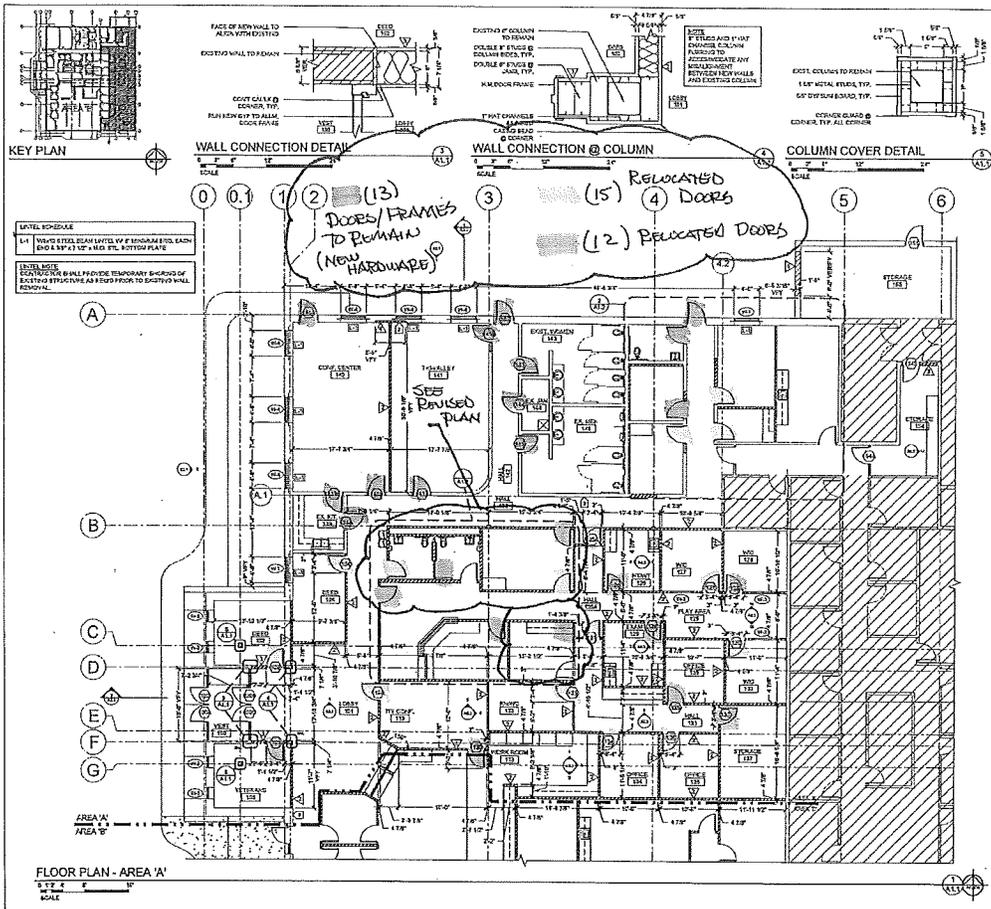
Est. General Permit: 15A-5421

PROJECT NO.: 15-133
DATE: 12/24/2019
DRAWN BY: GJR
REVISIONS:

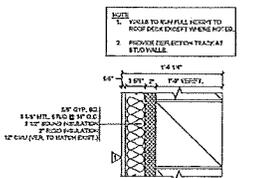
THIS DOCUMENT IS THE PROPERTY OF ARI. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ARI ASSUMES NO LIABILITY FOR ANY DAMAGE TO PERSONS OR PROPERTY CAUSED BY THE USE OF THIS DOCUMENT.

SELECTIVE DEMOLITION PLAN

A
0.2



- CONSTRUCTION NOTES**
- 1. WALL TO BE MADE 5/8" GYPSUM BOARD.
 - 2. WALLS TO BE MADE OF WALL LINERBOARD AND ABOVE WITH WOODEN STUDS.
 - 3. PATCH AREAS OF DAMAGED OFFICING, PREPARE FOR PAINT.
 - 4. FOR ANY DAMAGED BRICKWORK TO BE EXTENT BROWN ON PLAN, PROTECT REMAINING BRICKS.
 - 5. INSTALL WALL CAP PER 1024.1



ARI

ARCHITECTURE
LANDSCAPE ARCHITECTURE
INTERIOR DESIGN
ENGINEERING
TECHNOLOGY

700 EAST HOWARD STREET
MURKIN, MINNESOTA 55701
TEL: 218.252.8168
FAX: 218.252.8160

101 EAST CROCKER STREET
DULUTH, MINNESOTA 55802
TEL: 218.272.2111
FAX: 218.272.4422

**Polk County
Human Services
Building Remodel**
East Grand Road, MN 55702

PROJECT NO.: 16-133
DATE: 12/01/2019
DRAWN BY: K30
REVISIONS:

LIBERTY DESIGN IS NOT THE FINAL DESIGNER OF RECORD FOR THIS PROJECT. THE FINAL DESIGNER OF RECORD IS THE ARCHITECT OF RECORD. ANY CHANGES TO THE DESIGN SHALL BE MADE BY THE ARCHITECT OF RECORD. THE ARCHITECT OF RECORD IS NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF THIS PROJECT.

**AREA 'A'
FLOOR PLAN
& DETAILS**

**A
1.1**



CENTRAL DOOR & HARDWARE INC.

Box 9044 • 602 43rd St. N.W. • Fargo, North Dakota 58106

Toll Free: 1-800-747-9082 • Phone: 701-281-9082 • Fax: 701-281-1707

CDH Project # 6408

DATE: 3/3/2020

PROJECT: Polk County Human Services

TO: Diversified contractors

LOCATION: Crookston, MN

WE PROPOSE TO FURNISH THE MATERIAL SPECIFIED BELOW:

PR 001

delete 37 wood doors	\$6,808.00
delete 9 hollow metal frames	\$747.00
delete 3 hollow metal doors	\$534.00

TOTAL PROPOSAL REQUEST deduct \$8,089.00

NO STATE/CITY TAX INCLUDED

F.O.B. Jobsite

MATERIAL ONLY

A signed copy of this proposal must be return to process the order

This pricing is valid for 30 days

We reserve the right to correct this quote for errors and omissions

This pricing is based on project specific pricing and in no way reflects

pricing for material ordered outside the contract.

ACCEPTED: _____

RESPECTFULLY SUBMITTED,

Printed: _____

CENTRAL DOOR & HARDWARE, INC.

DATE: _____

BY: _____ Sam Love _____



PROPOSAL

418 Atlantic Ave. N.
Thief River Falls, MN 56701
218-681-1333
FAX 218-681-0667

PROPOSAL SUBMITTED TO:

NAME: Diversified Contractors
ADDRESS: West Fargo, ND

PHONE: 605.880.7020 - Jesse
JOB NAME: Polk County Human Services Building Remodel
DATE: March 23, 2020

We hereby submit specifications:

GLASS AND LABOR DEDUCT FOR DOOR LITES

As per PR 1

Doors 102, 103, 104, 133, 134, 135, 136, 150 and 153 no longer need glazing from Thief River Glass.

Price includes all tax, labor and materials Total Deduct Price : **\$ 426.30**

We hereby propose to furnish labor and materials—complete in accordance with the above specifications, for the sum of: with payment to be made as follows: Payable upon completion
All materials are guaranteed to be as specified. All work to be completed in a manner according to standard practices. Any alteration of deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control, unless specified above. Interior trim work is the responsibility of others. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Dalton Fredrickson

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Quoted prices are for installation in openings prepared by others unless specified otherwise.*

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED: _____ Signature _____
Date _____ Signature _____

AIA[®] Document G701[™] – 2017

Change Order

PROJECT: <i>(Name and address)</i> Polk County Human Services Remodel ARI Project # 16-133	CONTRACT INFORMATION: Contract For: Complete Construction Date: January 29, 2020	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: April 2, 2020
OWNER: <i>(Name and address)</i> Polk County 612 North Broadway Crookston, MN 56716	ARCHITECT: <i>(Name and address)</i> Architectural Resources, Inc. 704 East Howard Street Hibbing, MN 55746	CONTRACTOR: <i>(Name and address)</i> Diversified Contractors, Inc. P.O. Box 10506 Fargo, ND 58106

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Make modifications to 612 N. Broadway mother's room to accommodate a new elevator machine room as per attached Proposal 001 dated 3/9/2020; add the sum of \$14,528.00 (fourteen thousand five hundred twenty-eight dollars).
2. Revise office area as per attached Proposal 003 dated 3/23/2020; add the sum of \$2,232.00 (two thousand two hundred thirty-two dollars).
3. Credit to salvage and reuse existing doors and frames as per attached Proposal 004 dated 3/24/2020; deduct the sum of \$10,804.00 (ten thousand eight hundred four dollars).

The original Contract Sum was	\$ 1,388,800.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,388,800.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 5,956.00
The new Contract Sum including this Change Order will be	\$ 1,394,756.00

The Contract Time will be unchanged by -- (--) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Architectural Resources, Inc.</u> ARCHITECT <i>(Firm name)</i>  SIGNATURE	<u>Diversified Contractors, Inc.</u> CONTRACTOR <i>(Firm name)</i>  SIGNATURE	<u>Polk County</u> OWNER <i>(Firm name)</i> SIGNATURE
<u>Scott Sosalla, Principal</u> PRINTED NAME AND TITLE	<u>Jesse Morrow, Project Manager</u> PRINTED NAME AND TITLE	<u>Charles Whiting, County Administrator</u> PRINTED NAME AND TITLE
<u>4/2/2020</u> DATE	<u>04/02/2020</u> DATE	 DATE



MEMO

DATE: April 2, 2020

TO: Mark Dietz (mark.dietz@co.polk.mn.us)
Chuck Whiting (charles.whiting@co.polk.mn.us)

FROM: Scott Sosalla (scott.sosalla@arimn.com)

SUBJECT: Polk County Human Services Remodel
ARI Project #16-133

Enclosed is change order proposal for contract to Diversified Contractor Inc. The breakdown is as follows:

PR 1	Includes renovation at the Crookston Government Center lower floor to accommodate elevator machine room for the building upgrade.	+14,528.00
PR 2	Includes construction work at Human Services Center Public Health entrance area to provide additional office space.	+2,232.00
PR 3	Includes credit to reuse existing doors and frames in good condition in the newly renovated areas	<u>-10,804.00</u>
Total Change Order Amount		+\$ 5,956.00

ARCHITECTURAL RESOURCES INC

704 East Howard Street | Hibbing, MN 55746
Tel: 218.263.6868 | Fax: 218.722.6803

126 East Superior Street | Duluth, MN 55802
Tel: 218.727.8481 | Fax: 218.727.8483

www.arimn.com