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

Documents:

AUGUST 4 PACKET.PDF

***Revised**
POLK COUNTY BOARD

MEETING LOCATION:
POLK COUNTY ENVIRONMENTAL SERVICES (TRANSFER STATION)
320 INGERSOLL AVENUE
CROOKSTON, MN

AGENDA

AUGUST 4, 2020

8:00 A.M. **MEETING OPEN/CONVENE**

CALL TO ORDER

PLEDGE ALLEGIANCE TO FLAG

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT AGENDA
1. **Approve Auditor Warrants.**

COUNTY BOARD MEMBERS ISSUE FORUM

8:30 **RICHARD SANDERS – HIGHWAY**
1. **2021 Motor Grader Purchase (2)**
2. **County Ditch 111 - Minor Alteration To CD 111**
3. **JD 60 Lateral 4 Maintenance Request**
4. **Polk County Highway Funding Options**
5. ***County Road 20 Culvert Failure**

9:10 **SCOTT SOSALLA– ARCHITECTURAL RESOURCES**
1. **Polk County Human Service Center (EGF) Change Orders**

9:40 **CHUCK WHITING - ADMINISTRATION**
1. **2021 Budget**
2. **CARES Funding Status**
3. **County Attorney Ditch #39 Follow-Up**

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.

AUDITOR WARRANTS 07/07/2020

Vendor Name	Amount
Clay County Public Health	2,000.00
Halstad Telephone Co	9,498.75
Mn State Treasury	7,830.00
Plante Plumbing	3,988.00
Polk County Public Health	27,234.73
Stone's Security Systems Inc	3,945.00
Tyler Technologies Inc	3,968.00
University Of North Dakota	6,250.28
16 Payments less than 2000	5,197.00
Final Total:	69,911.76

AUDITOR WARRANTS 07/14/2020

Vendor Name	Amount
Altru Health System	2,653.00
Cole Papers Inc	2,552.22
Diversified Contractors Inc	464,930.00
ENTERPRISE FM TRUST	4,819.57
Garden Valley Technoligies	2,702.38
Great Plains Natural Gas Co	3,898.84
Innovative Office Solutions LLC	4,626.59
JT's Station	2,076.04
Lepier Oil Company Inc	5,938.78
Norman County Public Health	5,141.00
Northside Express	5,663.73
Ottertail Power Co	38,417.16
Polk County Administrator	36,858.00
Polk County Environmental Services	175,000.00
Polk County Public Health	20,252.04
Sather Law Office Ltd	8,581.95
SeaChange Printing & Marketing	7,387.20
Tri County Community Corr	1,317,874.25
Wild Rice Elec Co- Op Inc	2,469.56
32 Payments less than 2000	17,861.17
Final Total:	2,129,703.48

AUDITOR WARRANTS 07/21/2020

Vendor Name		Amount
Crookston Water Department		2,836.64
ENTERPRISE FM TRUST		3,185.83
Fosston Municipal Utilities		46,784.27
GreatAmerica Financial Services		9,825.32
Knife River Materials		364,628.25
Lake Agassiz Regional Library		68,505.00
Norman County Public Health		8,958.68
Northdale Oil Inc		13,243.00
Polk County Administrator		7,400.00
Polk County Public Health		27,138.11
University Of North Dakota		6,250.28
Verizon Wireless		5,512.11
27	Payments less than 2000	11,797.66
	Final Total:	576,065.15

AUDITOR WARRANTS 07/28/2020

Vendor Name		Amount
Fertile Oil Company		15,900.00
Fischer Rust, Stock & Rust, PLLC		2,380.00
Gladen Construction Inc		155,792.40
Kinetic Leasing		3,226.09
Knife River Materials		48,784.19
Middle- Snake- Tamarac Rivers Wtrshd Di		5,508.50
Mn State Treasury		9,500.50
Norman County Public Health		5,701.96
Pictometry International Corp		93,135.88
Polk County Public Health		7,916.41
Red Lake Watershed District		5,370.50
Reynolds Harbott Knutson & Larson PLLF		2,567.00
Ryans's Backhoe Service LLC		9,169.75
Sand Hill River W S District		4,109.50
Sather Law Office Ltd		3,557.95
15	Payments less than 2000	8,749.00
	Final Total:	381,369.63

MANUAL WARRANTS 07/06/2020

Vendor Name		Amount
FURTHER		732.22
	Final Total:	732.22

MANUAL WARRANTS 07/10/2020

Vendor Name		Amount
Internal Revenue Service		165,982.98
Minnesota Revenue		28,585.59
	Final Total:	194,568.57

MANUAL WARRANTS 07/13/2020

Vendor Name	Amount
FURTHER	2,901.05
Final Total:	2,901.05

MANUAL WARRANTS 07/20/2020

Vendor Name	Amount
Northwest Service Cooperative	261,088.50
Final Total:	261,088.50

MANUAL WARRANTS 07/20/2020

Vendor Name	Amount
FURTHER	1,935.55
Final Total:	1,935.55

MANUAL WARRANTS 07/20/2020

Vendor Name	Amount
Mn Dept Of Revenue	1,285.00
Final Total:	1,285.00

MANUAL WARRANTS 07/20/2020

Vendor Name	Amount
Minnesota Revenue	1,315.85
Minnesota Revenue	4,888.00
Mn Dept Of Revenue	268.00
Mn Dept Of Revenue	659.00
Mn Dept Of Revenue	572.00
Final Total:	7,702.85

MANUAL WARRANTS 07/24/2020

Vendor Name	Amount
U.S. Bank Corporate Payment Systems	50,598.25
Final Total:	50,598.25

MANUAL WARRANTS 07/24/2020

Vendor Name	Amount
U.S. Bank Corporate Payment Systems	1,686.28
Final Total:	1,686.28

MANUAL WARRANTS 07/24/2020

Vendor Name	Amount
Internal Revenue Service	167,019.80
Minnesota Revenue	28,731.98
Final Total:	195,751.78

MANUAL WARRANTS 07/27/2020

Vendor Name	Amount
FURTHER	499.95
Final Total:	499.95

MANUAL WARRANTS 07/28/2020

Vendor Name		Amount
U S Bank		362,949.99
U S Bank		36,523.75
U S Bank		48,553.48
	Final Total:	448,027.22

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: 08-04-2020

AGENDA ITEM: 2021 Motor Grader Purchase (2)

SUMMARY:

1. As part of the 2021 budget, 2 Motor Graders was to be purchased.
2. Attached is the abstract for the Motor Grader quotes
3. Lowest responsible quote for replacing Cat Motor Grader from Fosston is Ziegler from Crookston, MN in the amount of $253,250.00
4. Lowest responsible quote for replacing John Deere Motor Grader from Crookston is RDO of Grand Forks, ND in the amount of $265,019.00

ACTION REQUESTED:

Motion by _____ Seconded by _____ to approve the purchasing 1 Cat 160AWD Motor Grader from Ziegler of Crookston, MN at a cost of $253,250.00

Motion by _____ Seconded by _____ to approve the purchasing 1 John Deere 872GP Motor Grader from RDO of Grand Forks, ND at a cost of $265,019.00

MN STATE CONTRACT **(1) NEW MOTOR GRADER**

ITEM-DESCRIPTION	**REQUIRED SPECS**	**ZIEGLER**	**ZIEGLER**	**RDO**	**RDO**	**RDO**
NEW/USED (1)	NEW/USED	NEW	NEW	NEW	NEW	NEW
MAKE		CAT	CAT	JOHN DEERE	JOHN DEERE	JOHN DEERE
MODEL		160AWD	160AWD	872GP(2020)	872GP(2019)	872GP(2020)
GROSS BID		$415,750.00	$415,750.00	$388,090.00	$366,050.00	$388,090.00
TRADE IN ALLOWANCE		$142,500.00 (2016 CAT 160M3)	$119,000.00 (2015 JD 870GP)	$123,071.00 (2015 JD 870GP)	$107,000.00 (2016 CAT 160M3)	$107,000.00 (2016 CAT 160M3)
PURCHASE PRICE LESS TRADE IN		$273,250.00	$296,750.00	$265,019.00	$259,050.00	$281,090.00
RENTAL REIMBURSMENT		N/A	N/A	N/A	$19,800.00	N/A
PURCHASE PRICE LESS RENTAL CREDIT		**$253,250.00 (-$20,000 Snow Equip Deduct)**	**$296,750.00**	**$265,019.00**	**$239,250.00**	**$281,090.00**
REPURCHASE VALUE AFTER 5 YR/7000 HRS		$200,000.00	$200,000.00	$180,400.00	$149,800.00	$180,400.00
COST TO COUNTY AFTER 5 YR/7000 HRS		**$53,250.00**	**$96,750.00**	**$84,619.00**	**$89,450.00**	**$100,690.00**
ENGINE(CU.IN./LITER)	548 Cu.In./9.0L	9.3 L	9.3 L	548 CU.IN./9.0 LITER	548 CU.IN./9.0 LITER	548 CU.IN./9.0 LITER
H.P. RATING (SAE)	VHP200-260	VHP 231-291	VHP 231-291	VHP185-265	VHP185-265	VHP185-265
FUEL TANK CAP. (GALS.)	100	104	104	110	110	110
TRAVEL SPEED (MPH)	28	29	29	28	28	28
BRAKES	HYD OR AIR	HYD	HYD	HYD	HYD	HYD
TRANSMISSION	POWER SHIFT/AUTO SHIFT	AUTO SHIFT	AUTO SHIFT	AUTO SIFT	AUTO SIFT	AUTO SIFT
WARRANTY/STANDARD		1 YR	1 YR	1 YR	1 YR	1 YR
EXTENDED WARRANTY (INCLUDED IN PRICE	5 YR/7500 HR	5 YR/7000 HR	5 YR/7000 HR	5YR./7500HR.	5YR./7500HR.	5YR./7500HR.
RECOMMENDATION						

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: 08-04-2020

AGENDA ITEM: County Ditch 111 Minor Alteration to CD 111

SUMMARY:

1. MNDOT is doing a construction project on TH 2 between Mentor and TH 32.
2. Statute 103E.721 requires a public hearing to make the replacement.
3. Hearing has to be within 30 day.
4. Proposed date of hearing is August 25, 2020

ACTION REQUESTED:

Motion by _____ Seconded by _____ to set hearing date to review work as proposed by MNDOT as August 25, 2020.

POLK COUNTY DRAINAGE SYSTEM -- REQUEST FOR MAINTENANCE FORM

Polk County Ag & Drainage Department
820 Old Highway 75 South - Crookston, MN 56716
Phone (218) 281-3952 Fax (218) 281-3976

Request Date: 7/30/20 Drainage System No.: CD 111
Township Name: Badger Section No(s) of requested repair. 30
Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

Description:
MnDOT Project Number 6004-26. Propose to replace highway culvert under EB lanes at RP 52.8 (on CD 111 just east of 180th Ave SE intersection). Existing 5'x'5 box under orignal road bed from 1929 was extended to the south with 60" RCP in 1971. Culvert will be replaced with 60" RCP and tie into existing 60" RCP under WB lanes.

6	**5**	**4**	**3**	**2**	**1**
7	**8**	**9**	**10**	**11**	**12**
18	**17**	**16**	**15**	**14**	**13**
19	**20**	**21**	**22**	**23**	**24**
30	**29**	**28**	**27**	**26**	**25**
31	**32**	**33**	**34**	**35**	**36**

For the maintenance described above, signatures are required (below) from landowners that pay assessments into the drainage system needing the repair. If it is a cleaning, it's also required to get the signatures (below) of the landowners of where the spoil is going to be placed. Generally, it will be leveled in such a manner that it can be farmed over.

Request for Maintenance and Spoil Placement Signatures (below)

We the landowners who pay drainage assessments on J.D. / C.D. do respectfully request the Polk County Board of Commissioners, to spend money for the repair/cleaning/maintenance as described above.

	Date	Landowner	Phone No.	Sect. No.	Township
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Reviewed by

County Highway Department _____ ☐ Approved
Engineer

County Board _____ ☐ Approved
District Commissioner

Ditch Authority _____ ☐ Approved
Chairperson

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: 08-04-2020

AGENDA ITEM: JD 60 Lateral 4 Maintenance Request

SUMMARY:

1. Ditch Maintenance Request have come in for JD 60 Lateral 4 in Sections 13 of Crookston Twp.

2. Ditch Cleaning requested.

ACTION REQUESTED:

Motion by _____ Seconded by _____ to approve the work in JD 60 Lateral 4 and name Richard Sanders as engineer over the project.

PETITION FOR DITCH MAINTENANCE

Polk County Ag & Drainage Department
820 Old Highway 75 South - Crookston, MN 56716
Phone (218) 470-8263 Fax (218) 281-3976

Request Date: 7-30-2020 Drainage System No.: _____
Township Name: Crookston Section No(s) of requested repair. _____
Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

Description: Clean & Survey
JD 60 Lat 4
Clean out Dams, (old) trees & brush. Approx 1.5 miles

Contact: Josh Mickleson 289-4128 when on site.
to be done once beets come off during Prepile

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

For the maintenance described above, signatures are required (below) from landowners that pay assessments into the drainage system needing the repair. If it is a cleaning, it's also required to get the signatures (below) of the landowners of where the spoil is going to be placed. Generally, it will be leveled in such a manner that it can be farmed over.

Request for Maintenance and Spoil Placement Signatures (below)

We the landowners who pay drainage assessments on J.D. / C.D._____ do respectfully request the Polk County Board of Commissioners, to spend money for the repair/cleaning/maintenance as described above.

Date	Landowner	Phone No.	Sect. No.	Township
1. 7/30	Dan Cumbaluk	218 289 0212	13	Crookston
2. 7-30	melvin Larson		13	Crookston
3.				
4.	Michelson rentor	218-289-4128		
5.				
6.				
7.				
8.				
9.				
10.				

Reviewed by

County Highway Department _____ ☐ Approved
Engineer

County Board _____ ☐ Approved
District Commissioner

Ditch Authority _____ ☐ Approved
Chairperson

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: 08-04-2020

AGENDA ITEM: Polk County Highway Funding Options

SUMMARY:

1. Due to COVID19 and lack of driving/purchasing new vehicles, Polk County Highway is estimated to take a 1.4 Million Dollar Decrease in 2021 CSAH Funds.
2. 60% of the funding will be construction, 40% Maintenance
3. Will discuss options for backfilling the funds lost.

ACTION REQUESTED:

Motion by _____ Seconded by _____ to approve enacting a $20 Wheelage Tax for transportation purposes.

Motion by _____ Seconded by _____ to approve increasing the Polk County Local Option Sales Tax to 0.5% from 0.25%.

Polk County Highway

Local Option Sales Tax/ Wheelage Tax Discussion

Current Funding

- County State Aid Funding 2020 Allocations

- CSAH Regular Construction - $5,442,101.00
- CSAH Municipal Construction - $ 465,521.00
- CSAH Regular Maintenance - $3,628,067.00
- CSAH Municipal Maintenance - $ 310,347.00

Total - $9,846,036.00

Wheelage Tax - $0.00

Local Option Sales Tax (0.25%) - $600,000

COVID 19 Reductions

- State is predicting a 15% decrease in funding.
  - CSAH Regular Construction - $816,300.00
  - CSAH Municipal Construction - $ 69,830.00
  - CSAH Regular Maintenance - $544,210.00
  - CSAH Municipal Maintenance - $ 46,550.00

  - Total Construction decrease - $886,130.00
  - Total Maintenance decrease - $590,760.00

Options

- Wheelage Tax ($20) - $ 600,000
- Local Option Sales Tax (.5%) $1,200,000
- Property Tax - $2,500,000

Eligible Items for Each Funding Source

- Wheelage tax funding has to be used for Transportation Purposes.
- Local Option Sales Tax has to be spent on Projects.
- Property Tax can be spent on either.

2021 Budget Funding Sources

- Property Tax - $2,510,000
- LOST - $2,200,000 (added 900k with increase to 0.5%)
- Wheelage Tax - $ 700,000 (added to funding for 2021)

Wheelage Tax Expenditures

- Gravel Base Stabilization Projects – CR 201, 241, CSAH 29 - $550,000
- Crack Fill various roadways - $150,000

Current 5yr Construction Program

	Type	Road #	Discription	Length	Total Cost	Allocation
		2021 allocation				4,880,000
		Bond Payment 2			1,100,000	
22	overlay	CSAH 06	TH 92 to NCL	4.4	532,400	
37	overlay	CSAH 6	Fosston - CSAH 3	2.4	290,400	
32	overlay	CSAH 34	TH 2 to N.C. Limits Ersk	0.5	$60,500	
25	overlay	CSAH 45	TH 220 to TH 75	5.7	689,700	
33	overlay	CSAH 35	TH 59 to CSAH 8	5.7	689,700	
23	grading/surfacing	CSAH 57	CSAH 13 to ECL	2.75	990,000	
27	overlay	CSAH 73	TH 2 to CSAH 19	1.0	121,000	
28	overlay	CSAH 76	TH 2 to CSAH 17	1.2	145,200	
			Totals	23.7	3518900.0	0.0
		2022 allocation				5,442,000
		Bond Payment 3			1,100,000	
26	overlay	CSAH 20	CSAH 17 to CSAH 19	2.0	242,000	
30	overlay	CSAH 44	SCL to TH 102	7.8	937,750	
31	overlay	CSAH 14	CSAH 45 to TH 75	4.0	484,000	
39	grading	CSAH 46	TH 102 to TH 2	5.6	1,680,000	
			Totals	19.4	3343750.0	0.0
		2023 allocation				5,442,000
		Bond Payment 4			1,100,000	
34	overlay	CSAH 01	TH 9 to TH 32	11	1,331,000	
24	overlay	CSAH 45	TH 32 to CSAH 12	5.7	689,700	
36	overlay	CSAH 72	E. Limit EGF to TH 220	1	121,000	
29	gradewiden	CSAH 12	TH 32 to CSAH 41	7.7	2,319,000	
38	overlay	CSAH 27	CSAH 6 to ECL	9.5	1,149,500	
	Bridge	CSAH 1	Red River	2.0	5,500,000	
			Totals	36.9	12210200.0	5442000.0
		2024 allocation				5,442,000
		Bond Payment 5			1,100,000	
35	gradewiden	CSAH 12	CSAH 41 to Pavilion	7.2	2,160,000	
40	overlay	CSAH 19	TH 75 to ECL	8.5	1,028,500	
41	grading	CSAH 62	CSAH 21 to CSAH 23	4	1,200,000	
42	Grading	CR 228	CSAH 23 and 2 mi. N	2	600,000	
	Bridge	CSAH 7	Red River	2	5,000,000	
		2025 allocation				5,442,000
43	gradewiden/overlay					
44	Overlay	CSAH 9	TH 220 to TH 75	13	1,573,000	
45	Overlay	CSAH 66	CSAH 21 to NCL	10.5	1,270,500	
46	grading	CSAH 40	SCL to CSAH 1	2	600,000	
47	Grading	CSAH 56	CSAH 45 to CSAH 9	5	1,500,000	
	Overaly	CSAH 60	TH 2 to CSAH 17	7	847,000	

CSAH 11	Reconstruction	North Broadway to E. Limits Crookston	-$1,300,000
	2021 Allocation		$0
CR 210	Surfacing		-$700,000
	2022 Allocation		$0
			$0
	2023 allocation		$0
	2024 Allocation		$0
CR 228	Grading	CSAH 23 and 2 miles N.	-$600,000
			$0
	2025 Allocation		$600,000
	2026 Allocation		$600,000
	2027 Allocation		$600,000
CSAH 6	Gradewiden	S. County Line to S. Limits Fosston	-3,000,000

Local Option Sales Tax Funds Use

- Gradewiden/FDR CSAH 57 from CSAH 13 to Polk/Red Lake County Line - $990,000

Future Projects that need funding that currently aren't funded:

CSAH 7 – Climax Bridge – 3.5 million

CSAH 1 Bridges between Fertile and Winger - $800k

CSAH 1 Neilsville Bridge – 3.0 million

Future Needs

		Other Projects as Funds are received				
CR 281/221	Grading/Surfac	TH 75 to CSAH 45	~~0~~			
CR 202	Grading	CSAH 35 and 2 mi. N.	600000			
CR 203	Grading	CSAH 30 and 2 mi. N.	600000			
~~CR 238~~	~~Overlay~~	~~TH 220 to CSAH 58~~	~~181,000~~			
CR 223	Grading	CSAH 9 and TH 220	1,000,000			
~~CR 225~~	~~Grading~~	~~CSAH 58 and TH 220~~	~~600,000~~			
CR 213	Grading/Bridge	TH 9 to CSAH 1	2,500,000			
CR 226	Grading	TH 2 and 4 miles E.	1,200,000			
CR 211	Surfacing	TH 102 to CSAH 12	1,500,000			
CR 232	Surfacing	CSAH 14 to W. Limits Beltrami	2,000,000	9,400,000		
~~CSAH 6~~	~~Gradewiden~~	~~S. County Line to S. Limits Fosston~~	~~3,000,000~~			
~~CSAH 11~~	~~Reconstruction~~	~~North Broadway to E. Limits Crookston~~	~~$1,000,000~~			
~~CSAH 21~~	~~Overlay~~	~~TH 220 to TH 75~~	~~3,000,000~~			
CSAH 21	Overlay	TH 75 to Polk/Pennington County Line	1,000,000			
CSAH 1	Bridge	Neilsville	3,000,000			
CSAH 7	Bridge	Climax	3,000,000			
CSAH 1	Bridges	Fertile to Winger	800,000			
CSAH 19	Gradewiden/Ne	5 mi E of EGF and CSAH 20N.	3,820,000			
CSAH 10	Gradewiden	S. County Line to TH 2	8,000,000			
~~CSAH 12~~	~~Gradewiden~~	~~TH 32 to CR 231~~	~~7,000,000~~	19,620,000		
				29,020,000		
		Total Estimated Future Project Costs	29,020,000		Total Estimated Future Project Costs	29,020,000
		1/4 Cent Local Option Sales Tax per year	600,000		1/2 Cent Local Option Sales Tax/Wheelage Tax per year	1,900,000
		Years to complete	48.366667		Years to complete	15.27368421

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: 08-04-2020

AGENDA ITEM: CSAH 20 Pipe Washout

SUMMARY:

1. Pipe under CSAH 20 where JD 75 Branch B crosses had washed out under the pavement and the 84" RCP Culvert needs to be replaced.
2. Received quote from Forterra Concrete of Hawley, MN to furnish 108 feet of 84" RCP Culvert and 2 aprons.
3. Total cost to supply materials needed is $47,851.00

ACTION REQUESTED:

Motion by _____ Seconded by _____ to approve purchasing 84" x 108 feet RCP and 2 aprons from Forterra Concrete of Hawley, MN in the amount of $47,851.00

Hawley Office
401 Michael St South
Hawley, MN 56549
218-486-5885
Fax: 218-486-5889
www.forterrapipeandprecast.com

FORTERRA™

Hawley Plant: 218-486-5885

QUOTATION

LETTING DATE: August 3, 2020
LETTING TIME:
PROJECT: Polk County - 84" Centerline

LETTING AGENT: Polk County
ENGINEER: Polk County

CONTACT INFORMATION
Sales: Paul Tobkin, P. E.
218-689-0141
Estimating: Kevin Buntrock
218-491-1555
Quote No. **Private**

ITEM	SIZE	CLASS	DESCRIPTION	QUAN	PRICE	UNIT	TOTAL
	84"	3	RCP W/ GASKET	108	$372.00	FT	$40,176.00
			66" - 84" ADJUSTABLE EYE BOLT TIE RODS	30	$34.00	EA	$1,020.00
	84"		FLARED END SECTION	2	$3,175.00	EA	$6,350.00
			FILTER FABRIC (25" X 540' ROLL)	1	$305.00	EA	$305.00
				GRAND TOTAL (estimated)			**$47,851.00**

NOTE: 84" X 8' PIECE WEIGHT APPROX. 9.9 TONS.

TERMS AND CONDITIONS OF SALE:
A. Terms - Net 30 DAYS from invoice
B. These prices are firm for 60 days after the bid letting and do not include state and local taxes. Delivery date to be negotiated.
C. The above quantities are not guaranteed to be correct. Any additions or deletions are the purchaser's responsibility to let us know in a a timely manner
D. Unless noted, the above prices are FOB jobsite on our truck as near as possible under its own power and are based on full truck load quantities.
E. A minimum drop charge of $75 will apply on less than full truckload quantities.
F. All product returns are subject to a freight delivery charge and/or a return freight delivery charge.
G. The contractor will be required to unload all items not suitable for our pipe unloaders.

ACCEPTANCE
Subject to being awarded the contract and subject to the terms and conditions on the attached,

COMPANY NAME: Polk County Hwy
BY:
TITLE: Co. Engr.
DATE: 8/4/2020

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
FORTERRA BUILDING PRODUCTS

BY: Paul A. Tobkin
Paul A. Tobkin, P.E.

8/3/2020

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

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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: 8,1,2020

AGENDA ITEM: Polk County Human Service Center Project – Change Orders

SUMMARY: Project Change Orders

1) Oral report by Scott Sosalla

2) Change orders to be introduced by Scott Sosalla

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)
Please approve the change orders to complete the Polk County Human Service Center project introduced by Scott Sosalla.

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

PROPOSAL 012

PROPOSAL SUBMITTED TO		TODAY'S DATE	DATE OF PLANS/PAGE #'S
Architectural Resources, Inc.		7/20/2020	12/26/2019
PHONE NUMBER	EMAIL	JOB NAME	
218-263-6868	scott.sosalla@arimn.com	Polk County Human Services Remodel	
ADDRESS, CITY, STATE, ZIP		JOB LOCATION	
704 East Howard St. Hibbing, Mn 55746		1424 Centeral Ave. NW, East Grand Forks, MN	

Diversified Contractors proposes hereby to provide labor, material, and equipement to provide the rooftop controls for the (4) AHU per ARI proposal request number 003.

DISCLAIMER:Due to the nature of the Trane equipment and the JCI controls this may result in two services contracts for the owner. Also, it is our assumption JCI and TRANE are providing all the necessary labor and material to integrate the systems according to the proposal request and equipment already approved. Diversified or its contractors will not be liable for the design if it does not function as proposed. We recommend adding a contingency factor to cover any potential labor and/or equipment necessary.

Controls Metasys System (JCI)	$	24,800.00
Bacnet Communication (Custom Aire/Trane)	$	6,690.00
OH&P	$	3,149.00

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

Thirty Four Thousand Six Hundred Thirty Nine Dollars & 00/100 ($ **34,639.00**)

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: 003 Proposal Request Date: June 24, 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.)

"Provide pricing to connect the Trane rooftop AHU's (4 thus) to the existing JCI Metasys system with web access control. Provide BCI-R wireless interface cards for each RTU and a Trane SC controller to act as an interface to the JCI Metasys system and any additional JCI controllers as required for complete installation. Confirm these components and programming language requirements with both Trane and JCI (Bacnet MS/TP, IP, ETC.). Replace existing programmable stats with network zone sensors consistent with styles used in other Polk County facilities. Provide shop drawings for all provided components and programming to ARI.

Confirm style and functional capabilities of zone sensors with Mark Dietz prior to making final selection. Graphically program each RTU to the existing Metasys system including occupied/unoccupied temperature setpoints for both cooling and heating, discharge setpoints, zone temperatures, etc. Provide and program all points as requested by Polk County and Mark Dietz. Review available options with Polk County during programming."

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:

Michael Washburn,

Mechanical Engineer, P.E.
PRINTED NAME AND TITLE

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User Notes: (3B9ADA52)

PROPOSAL

Johnson Controls Inc
2320 12th St N
Fargo, ND 58102
Phone: 701-293-1140
Fax: 701-280-0787

To: Bidding Mechanical Contractors

PROJECT: Polk County – Humans Services Remodel

We propose to furnish the materials and/or perform the work described below for the net price of
Twenty Four Thousand Eight Hundred Dollars and no/100: $24,800.00

Automatic Temperature Controls as shown and specified on plans.
Labor and Material to Integrate via BACnet to (4) Trane Roof Top Air Handling Units (Controls, BACnet Cards and wiring by others)
Also Includes:

- New NAE to bring in RTU's into Metasys
- Graphics
- Customer Training

And is limited to that work defined by the following sections of the project specification:
Section 230913: Instrumentation and Control Devices for HVAC

Alternates to this proposal are:
N/A

This proposal does not include:
Mounting of Dampers, valves or wells.
Supplying or wiring of any and all controls for RTU's
Programming or point checkout of RTU's
Supplying of any dampers or VFDs

(IMPORTANT: This proposal incorporates by reference the terms and conditions on the attached hereof.) This proposal is hereby accepted and Johnson Controls is authorized to proceed with the work; subject, however, to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin.
This proposal is valid for 30 days.

_____
Purchaser -- Company Name

_____
Signature

Name: _____

Title: _____

Date: _____

_____
Signature

Name: Robin Hewell

Title: Senior Account Executive

Date: 07/10/2020

JOHNSON CONTROLS, INC.

CUSTOMAIRE
Mechanical Contracting & Service

CHANGE PROPOSAL 2

DATE: JULY 20, 2020

ATTN: JESSE MORROW

COMPANY: DIVERSIFIED CONTRACTORS

RE: EGF HUMAN SERVICES RTU REPLACEMENTS

CC: PR-003

Custom Aire, Inc. proposes to supply and install the Bacnet control items in order to communicate with the Johnson Controls Inc. system.

Total Cost: $6,690.00

Sincerely,

Jeff Johnson
Custom Aire, Inc.

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

Page No. ____ of ____

PROPOSAL 013

PROPOSAL SUBMITTED TO		TODAY'S DATE	DATE OF PLANS/PAGE #'S
Architectural Resources, Inc.		7/23/2020	12/26/2019
PHONE NUMBER	EMAIL	JOB NAME	
218-263-6868	scott.sosalla@arimn.com	Polk County Human Services Remodel	
ADDRESS, CITY, STATE, ZIP		JOB LOCATION	
704 East Howard St. Hibbing, Mn 55746		1424 Centeral Ave. NW, East Grand Forks, MN	

Diversified Contractors proposes hereby to provide labor, material, and equipement to add plastic laminate countertop to the public health department per ARI proposal request 005.

DC Labor	$	174.00
Countertop (NWI)	$	455.00
OH&P	$	63.00

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

Six Hundred Ninety Two Dollars & 00/100 ($ **692.00**)

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: 005 Proposal Request Date: July 15, 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 Zero (0) 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.)

Provide pricing for the order and installation of a plastic laminate countertop for the Public Health Department per the location and dimensions shown on attached plan.

Counter is to have a 4" backsplash and be mounted on metal brackets per manufacturer's recommendation.
Mount at 34" to top of counter surface.

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
Project Manager, Principal
PRINTED NAME AND TITLE

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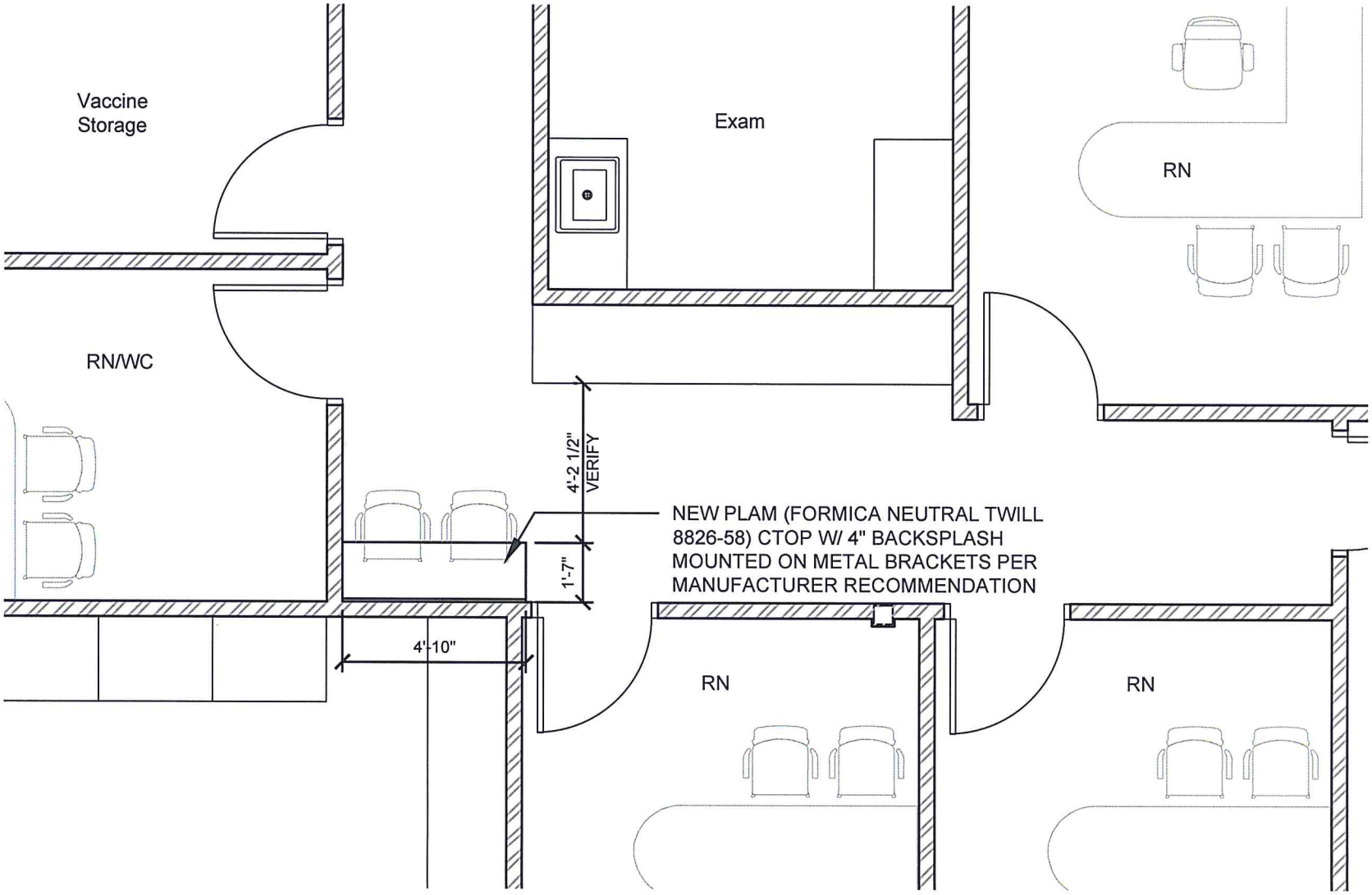

Polk County Human Services Remodel - Public Health Counter

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

#16-133, KNI
7/15/2020
NORTH

Northern Woodwork, Inc.

Complete Casework & Millwork Packages Since 1920

07/22/2020

Change Proposal

To: Diversified Contractors, Inc
West Fargo, ND

Attn: Jesse Morrow

Project: Polk County Human Services
East Grand Forks, MN

NWI Job #: 0008

Issued by: Lincoln
218-681-2305 ext. 206
lincoln@northernwoodworkinc.com

Regarding: **Proposal Request # 005**

ADD: $ 455.00 Including 7.25% tax.

Adds:
1 Plastic laminate countertop.
2 A&M metal countertop support brackets.
7 Lin ft aluminum angle countertop ledger.
1 Delivery to the jobsite of all materials herein.

Note: A signed approval must be received before any work will be done on this proposal.

Accepted by: _____ **Date:** _____

1581 Hwy. 59 S.E. P.O. Box 654 Thief River Falls, MN 56701
P: (218) 681-2305 F: (218) 681-2343
www.northernwoodworkinc.com

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

PROPOSAL 014

PROPOSAL SUBMITTED TO		TODAY'S DATE	DATE OF PLANS/PAGE #'S
Architectural Resources, Inc.		7/28/2020	12/26/2019
PHONE NUMBER	EMAIL	JOB NAME	
218-263-6868	scott.sosalla@arimn.com	Polk County Human Services Remodel	
ADDRESS, CITY, STATE, ZIP		JOB LOCATION	
704 East Howard St. Hibbing, Mn 55746		1424 Centeral Ave. NW, East Grand Forks, MN	

Diversified Contractors proposes hereby to provide labor, material, and equipement to remove base cabinets, upper cabinets, cut laminate counter, patch & repair wall as per ARI proposal request 006. Note: The countertop and cabinets are assumed to have unfinished ends. No additional casework modifications are included in this proposal. No additional base included within this proposal.

DC Labor	$	754.00
DC Material	$	70.00
Drywall Repair (Atlas)	$	350.00
OH&P	$	117.00

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

One Thousand Two Hundred Ninety One Dollars & 00/100 ($ **1,291.00**)

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: 006 Proposal Request Date: July 16, 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 Zero (0) 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.)

Provide pricing for the removal of the existing 32" base cabinets, upper cabinets, and countertop in existing kitchenette room as shown on the attached plan.

Other existing cabinets are to remain and be protected from damage.

Patch drywall, paint, and newly exposed side of cabinets after demolition to match existing.

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, Project Manager, Principal
PRINTED NAME AND TITLE

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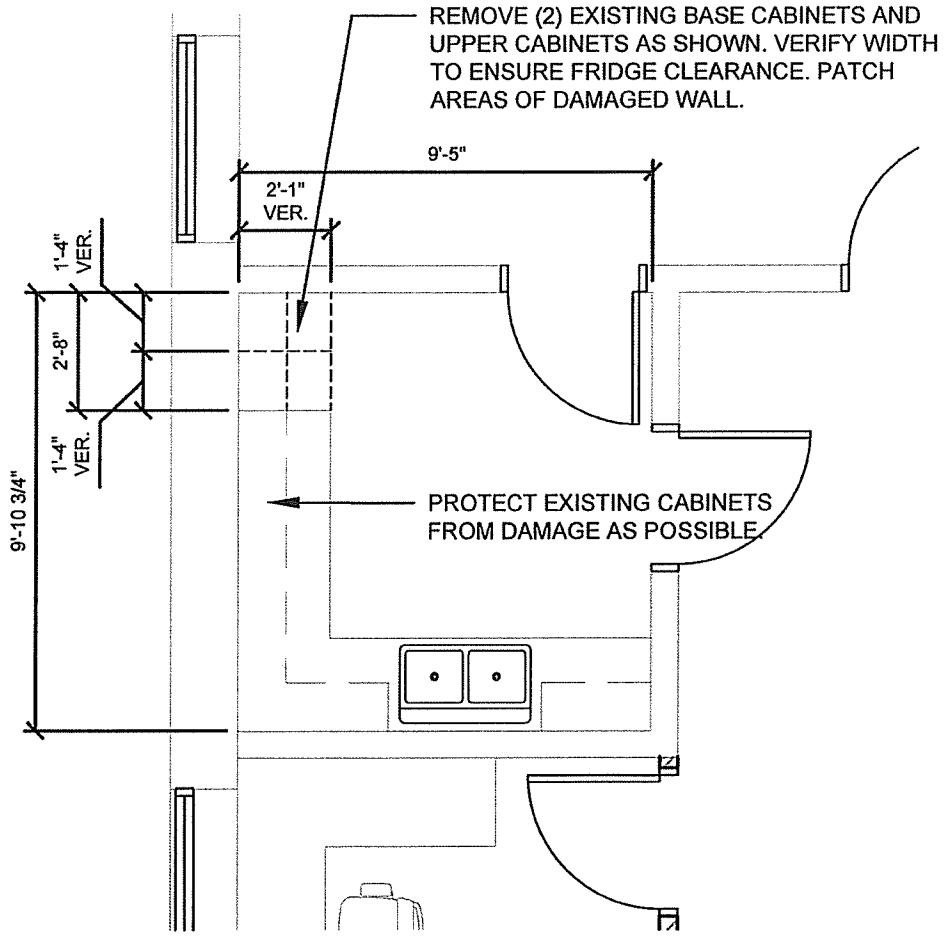

Polk County Human Services Remodel - Modified Kitchenette Plan

#16-133, KNI

7/16/2020

NORTH

0 1' 2' 4' 8'

SCALE

Polk County Change Proposal Log

PR001	$ 14,528.00	CO001 not signed	Crookston courthouse work
PR002	$ 12,034.00	Rejected	Fire Riser
PR003	$ 2,232.00	CO 001 not signed	ARI PR#001 - Floor plan changes
PR004	$ (10,804.00)	CO 001 not signed	door, frame, and glass changes
PR005	$ 570.00	Pending	electrical adds per ARI #002
PR006	$ 1,681.00	Pending	Tackboards
PR007	$ 2,999.00	Pending	Wall protection at lobby & Conference room
PR008	$ 3,612.00	Pending	Solid Surface window sills
PR009	$ 12,725.00	Pending	Metal Panel Adds
PR010	$ 2,998.00	Pending	Wireless Access Points
PR011A	$ (839.00)	Pending	Eliminate Room Signage
PR011B	$ 1,699.00	Pending	Match Existing Signage
PR012	TBD		JCI/Trane Controls

MANAGEMENT AND BUDGET

MN COVID-19 Funding

Reporting Overview

July 29, 2020

Local Government Support

Association of Minnesota Counties

125 Charles Avenue
St. Paul, MN 55103-2108
Main Line/Switchboard: 651-224-3344 | Office Fax: 651-224-6540

Central Clearinghouse for Frequently Asked Questions

League of Minnesota Cities

145 University Ave. W, Saint Paul, MN 55103-2044
Phone: (651) 281-1200 | Toll-Free: (800) 925-1122

Central Clearinghouse for Frequently Asked Questions

Minnesota Association of Townships

(800) 228-0296
info@mntownships.org
FAX: (763) 497-3361

Central Clearinghouse for Frequently Asked Questions

Disbursement and Certification
MN DEPARTMENT OF REVENUE

CRF Fund Tracking and Reporting
MMB/MN COVID RESPONSE ACCOUNTABILITY OFFICE

AGENDA

- Announcements
- Reporting overview
- Introduction to reporting form
- Questions

ANNOUNCEMENTS

- Instead of completing an online form, cities will download an excel document and return it to MMB for each reporting period.
- Email reports to CRAOffice.MMB@state.mn.us
- Reports are due to MMB seven business days after end of each reporting period.
  - July report due August 11th (only for those who received funds before 07/25/20).
  - A full reporting schedule will be made available.

Reporting Overview

- Local governments should report only to MMB (not federal government).
- MMB will publish local spending reports monthly:
  - Overview of local spending.
  - List of local governments who did/did not report their spending for the period.
- Local governments should be prepared for significant media interest.
- Reporting requirements may change as additional federal guidance becomes available.
  - Final narrative reports may be requested.

INTRODUCTION TO REPORTING FORM

MANAGEMENT AND BUDGET

Local Government Expenditure Report		
Name of Local Government (this will autopaopulate based on your SWIFT Supplier ID)	SWIFT Supplier ID #	Date Submitted
Name and Title of Person Filling Out Form	DUNS/SAMS Number	Phone Number
	#N/A	
Email Address	Amount of CRF Received from the Department of Revenue	Total Spent to Date (this amount will autofill)
	$ -	$ -
Select "Final" in the box to the right if all available CRF funds have been spent and this will be your final report.		Total Obligated to Date (this amount will autofill)
Please submit this report no later than 7 business days after the end of each month to provide the spend status of allotted Coronavirus Relief Funds (CRF) awarded by Minnesota Management and Budget.	Amount of CRF Remaining (this amount will autofill)	$ -
	$ -	

Report Demo

- Introducing Josh Botnen, Assistant Director of the COVID-19 Response Accountability Office
- Josh will walk us through the reporting form in detail.

Report Submission

- The reporting form and all relevant information will be available for download on the MN COVID-19 Response Accountability Office website: https://mn.gov/mmb/covid-19-response-accountability-office/.
- Please direct reporting questions to your local government association, who will pass them on to MMB.

RESOURCES

- Coronavirus Relief Fund, Guidance for State, Territorial, Local, and Tribal Governments (https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf)
- Coronavirus Relief Fund Frequently Asked Questions (https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf)

QUESTIONS?

Contact your local government association, or email to
CRAOffice.MMB@state.mn.us

Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

MEETING DATE: August 4, 2020

AGENDA ITEM: County Attorney Ditch #39 Follow-Up

SUMMARY: Questions were brought to the Board last meeting from residents in the Ditch #39 project that led to Attorney Widseth's review.

1. Attached is County Attorney Widseth's review of the County's role and responsibilities in the Red Lake Watershed's Ditch #39 project. His conclusion is the project and petition process is not within the jurisdiction of the Polk County Board of Commissioners.

2. I have shared Widseth's review with Mark Holy.

3. I also had put a hold on the process for the Watershed's bond issuance, done by Polk County, but have informed our Financial Advisor, PFM, to expect to proceed after the County Board meeting.

4. Unless the County Board tells me otherwise, this is the situation and the Board next steps will be to respond to the bond issuance.

ACTION REQUESTED: No action requested.

Polk County Attorney's Office

Assistant County Attorneys
LARRY D. ORVIK
larry.orvik@co.polk.mn.us
SCOTT A. BUHLER
scott.buhler@co.polk.mn.us
A J KASPRICK
aj.kasprick@co.polk.mn.us
CLIFFORD B. WARDLAW
clifford.wardlaw@co.polk.mn.us
EMMANUEL ULUBIYO
emmanuel.ulubiyo@co.polk.mn.us

GREG WIDSETH
County Attorney
greg.widseth@co.polk.mn.us

Polk County Justice Center
816 Marin Avenue, Suite 254
Crookston, MN 56716-2148
(218) 281-4344 Toll Free (800) 437-7051
FAX: (218) 281-7556

Coordinated Victim Services
24 Hour Crisis Line: 1-800-524-1993
(218) 281-1554

GINA ROUE
gina.roue@co.polk.mn.us

DANA JOHNSON
dana.johnson@co.polk.mn.us

MEMO

TO: Chuck Whiting, County Administrator

From: Greg Widseth, County Attorney

Date: July 30, 2020

RE: Petition for Improvement of Polk County Ditch No. 39

I have been asked to review information regarding the above-referenced matter which was presented to the Polk County Board of Commissioners on July 28, 2020. I understand that this matter involves a Petition for Improvement filed with the Red Lake Watershed District (RLWD), and the issue is what, if any, jurisdiction over the matter is retained by Polk County.

I understand that Polk County Ditch No. 39 is encompassed entirely within the boundaries of the RLWD. Further, I noted that this is a Petition for Improvement as opposed to one for repair or maintenance. In light of these facts, Minn. Stat. § 103D.625, subd. 4, mandates that the Petition be filed with the RLWD, and the jurisdiction over this improvement action lay only with the RLWD. This authority includes the review, notice, and hearing requirements for implementation of the improvements. Anyone aggrieved by a decision of the RLWD regarding this Petition has the ability to appeal the matter to district court. It is not a matter within the jurisdiction of the Polk County Board of Commissioners.