

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

Documents:

[SEPTEMBER 22 PACKET.PDF](#)

POLK COUNTY BOARD

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

AGENDA

SEPTEMBER 22, 2020

8:00 A.M.

MEETING OPEN/CONVENE

CALL TO ORDER

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT AGENDA

1. Approve the August 18, August 25, September 1, September 15 and September 16 (special meeting) 2020 Board minutes.
2. Approve for payment Lost Warrant No, 527400 dated July 19, 2019 in the name of Amber Swenson-Hill in the amount of \$145.58.

COUNTY BOARD MEMBERS ISSUE FORUM

8:30

JIM TADMAN - SHERIFF

1. Monthly Sheriff Reports

8:50

KAREN WARMACK – SOCIAL SERVICES

1. Eligibility Worker Replacement Request

8:55

MARK DIETZ - FACILITIES

1. Custodian I Replacement Request

9:00

JON STEINER – ENVIRONMENTAL SERVICES

1. Resource Recovery Facility Surplus Equipment
 - a. Equipment List
2. CY 2021 Landfill MSW Bypass Surcharge
3. MSW Landfill – Cell # 14 Liner Purchase
 - a. Liner Material Quote
4. MSW Landfill Cell Cover Purchase
 - a. Cover Material Quote
 - b. MSW Landfill Cover System
5. MSW Cell #9 – Leachate Vault System Repair
 - a. Approve Project Cost & Final Payment
6. Environmental Services Assistant Environmental Services Admin.
 - a. Organizational Charts

9:30

RICHARD SANDERS - HIGHWAY

1. Design Software Renewal
2. County Ditch No. 72 Maintenance Request
3. County Ditch No. 79 Maintenance Request
4. Certificate of Performance/Final Acceptance CP 120-08-1317, CP 120-18-1318, CP 120-20-1319, CP 120-206-1323, CP 120-34-1320, CP 120-36-1321, CP 120-68-1322
5. Certificate of Performance/Final Acceptance SAP 060-599-277

9:50

BREAK

10:00

CHUCK WHITING - ADMINISTRATOR

1. Advertisement and Hiring (Clerk Typist Cashier II/Public Health and Public Health Nurse)
2. Resolution (2020-79) Setting Preliminary 2021 Property Tax Levy
3. 2021 Budget Status
4. CARES Funds Status

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.

AUGUST 18, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., August 18, 2020 at Environmental Services, 320 Ingersoll Avenue, 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. Other present: Valerie Bjerk, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the August 18, 2020 agenda.

CONSENT AGENDA

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the consent agenda for August 18, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, \$116,784.40; Public Works Fund, \$236,290.50 Public Safety Fund, \$32,806.01; Public Health Fund, \$18,825.12; Forfeited Tax Sale Fund,\$2,092.88; CAP Grant Project, \$2,236.00;Speical Assessments (Ditch) Fund, \$5,066.50; Environmental Services Fund, \$51,516.63; Resource Recovery Fund, \$79,187.03; Landfill Fund, \$91,847.34; Per Diems, \$900.00; Meal Reimbursement (without overnight lodging), \$16.18 and Sign Audit List.
2. Approve the July 21, July 28, and August 4, 2020 Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$41,141.37 for procurement card purchases.
4. Approve for payment Lost Warrant No. 47415 dated May 22, 2020 issued to PPC Industries in the amount of \$276.34.
5. Approve for payment Lost Warrant No. 536899 dated May 22, 2020 issued to Regional Sanitation in the amount of \$190.20.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended a Maple Lake Improvement Association meeting with discussion pertaining to the East Shore lights and parking lot. He also attended a Dancing Sky meeting where discussion was held regarding COVID-19 funds.
2. Commissioner Strandell brought forth that he attended a Tri-County Community Corrections meeting with discussion pertaining to jail and Juvenile Center occupancy costs, along with per diem rates being increased. It was also discussed that Unique Security at the jail will be reducing their trips per year. He also attended a Building Committee meeting regarding the East Grand Forks Human Service Center remodeling project to be completed approximately mid October 2020.
3. Commissioner Willhite brought forth that he attended a Public Safety meeting – budget items were discussed. Discussion was also held regarding Tri-Valley housing. Primary Election/Canvas statistics were also discussed.

4. Commissioner Lee brought forth that she attended Radio Talk/Fosston, she also attended a Wild Rice Marsh River Watershed meeting – decision was to go with the MOU operation for the One Watershed, One Plan with a 60-day comment period. She also attended an EAP Advisory meeting where cleanup programs were discussed. A call was also received from a township supervisor regarding golf cart ordinance.
5. Commissioner Diedrich brought forth that he attended an MCIT meeting. Discussion took place regarding re-insurance and MCIT reinsurance percentage payment. A discussion also took place regarding the Fair Boards/Workman’s Compensation.

FACILITIES

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

1. Polk County Facilities/Enterprise Vehicle Leases

Discussion along with handouts pertaining to the Proposed Open-End Lease Rate Quote for one 2021 Chevrolet Silverado, Polk County Facilities Management Department Vehicle List, 2020 Facilities/Enterprise Lease Expense, the 2020 Fleet Services Lease Expense and the Proposed Traverse Lease Expense Lease Rate quote was also presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to move forward with the proposed additional 2021 lease expense not to exceed \$1,012.10 per month. (Handouts on file in the Administrator’s Office)

SHERIFF

James Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

1. Post To Hire Vacant Clerk Typist Cashier III Position

Due to a resignation a motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve posting and hiring a Clerk Typist Cashier III position in the Sheriff’s Office.

2. Resolution (2020-70) Accepting Financial Donations On Behalf Of Polk County Sheriff’s Office From Skyler Berg

Resolution Accepting Financial Donations On Behalf Of Polk

County Sheriff’s Office From Skyler Berg

RESOLUTION (2020-70)

The following resolution (2020-70) was offered by Commissioner Diedrich:

WHEREAS, Skyler Berg has made a financial donation of \$252.00 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 these financial donations 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:

The financial donations from Skyler Berg, 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 Jacobson seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None.

3. Resolution (2020-71) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Bremer Bank, Crookston

**Resolution Accepting Financial Donations On Behalf Of Polk
County Sheriff's Office From Bremer Bank, Crookston**
RESOLUTION (2020-71)

The following resolution (2020-71) was offered by Commissioner Diedrich:

WHEREAS, Bremer Bank of Crookston has 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 these financial donations 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:

The financial donations from Bremer Bank, 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, Willhite, Strandell and Jacobson. NAYS: None.

PUBLIC HEALTH

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

1. Advertisement and Hiring a Roster Nurse Position

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve advertising and posting for a Roster Nurse position (up to 150 hours per year) within Polk County Public Health.

2. Altru Physician Collaborative Agreement

The Altru Health System Agreement for Independent Contracted Services between Polk County Public Health and Altru Health System was presented and discussed with the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Nurse Practitioner

Collaborating Physician Agreement for initial 2080 hours with Altru Health System. (Agreement on file in the Administrator's Office)

3. UMC Services Agreement

The University of Minnesota Business Associate Agreement between the Regents of the University of Minnesota by and through its Crookston Campus ("University") and Polk County Public Health ("Business Associate") was presented and discussed with the Board. A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to enter into a Business Associate Agreement with the University of Minnesota Crookston. Request for Polk County Public Health to provide 15-20 hours per week of Health Services support to the University of Minnesota Crookston for August – October 2020 while they are refilling their Health Services position. The contracted rate to be \$50.00 per hour. (Agreement on file in the Administrator's Office)

4. COVID Update

Discussion pertaining to COVID-19 was held with the Board regarding a situational update schools pertaining to a 14 Case Rate/Data and Safe Learning Plans. Long Term Care – Visitation Guidance was also discussed with the Board.

EAST POLK SOIL & WATER CONSERVATION DISTRICT

Rachel Klein, East Polk Soil & Water Conservation District Manager came before the Board with matters pertaining to the East Polk SWCD:

1. 2021 East Polk SWCD Budget

The 2021 East Polk Soil and Water Conservation District Budget was discussed and presented to the Board. (Budget on file in the Administrator's Office)

2. Draft MOA Planning Phase

The Draft Memorandum of Agreement Planning Phase 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 and sign the MOA Agreement as presented to the Board. (MOA on file in the Administrator's Office)

3. East Polk SWCD Program Update 2020

The East Polk Soil & Water Conservation District Program Update for 2020 was discussed and presented to the Board. (Program Update on file in the Administrator's Office)

4. WASCOB (Water and Sediment Control Basin) Projects in East Polk 2011-2019

The WASCOB Projects in East Polk 2011-2019 was discussed and presented to the Board. (WASCOB handout on file in the Administrator's Office)

RETIRED & SENIOR VOLUNTEER PROGRAM (RSVP)

Tammy Frohlich, RSVP came before the Board with matters pertaining to the Program:

1. RSVP Programming

Discussion along with handouts pertaining to the 2019 – 2020 RSVP Outcomes, From the Kitchen of RSVP and Wellness Way RSVP of the Red River Valley/Staying Safe and Well were presented to the Board regarding Retired & Senior Volunteer Program. (Handouts on file in the Administrator's Office)

NORTHWEST MINNESOTA MULTI-COUNTY HRA

Charity Brault, Executive Director, Mark Finstad, HRA Board Vice Chair and Heather Harbott, HRA Financial Manager of the NW Minnesota Multi-County HRA came before the Board with matters pertaining to the HRA:

1. Housing & Redevelopment 2020 Levy & Program Review

Discussion and handouts pertaining to the Housing and Redevelopment 2020 Levy & Program Review was presented to the Board. (Handouts on file in the Administrator's Office)

HIGHWAY

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

1. CD 55 Tile Replacement

Drain tile on County Ditch No. 55 collapsed as part of the 2019 flood. A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve purchasing 48" x 1060 feet RCP and 2 aprons from Forterra Concrete, Hawley, MN in the amount of \$112,581.00.

2. Polk County/Columbia Township Cooperative Contract

The Polk County Department of Highways Agency Contract with the Township of Columbia was discussed and presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Agency Contract between Polk County and Columbia Township and have the Polk County Administrator, Polk County Chair and the Polk County Attorney sign the Contract. (Contract on file in the Administrator's Office)

3. Motor Grader Rental Quotes

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award the motor grader rental quote to RDO Equipment, Grand Forks, ND at a base quote of \$5,610.00 per month for 6 months with a total usage not to exceed 500 hours. If 500 hours are exceeded the rate of the overtime hours is \$40.00 per hour.

4. Polk County Widseth Agreement

Polk County has been requested to be the lead agency in replacing Bridge L7619 over the BNSF Railroad Tracks in Columbia Township. The Confirmation of Request for Engineering Services Agreement 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 contracting with Widseth for the Columbia Township Bridge Replacement Design and have the Polk County Engineer sign the Agreement. (Agreement on file in the Administrator's Office)

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite to revise the agenda adding No. 5 under Richard Sanders.

5. *County Ditch 111 – Minor Alteration to CD 111 Public Hearing Rescinded

MNDOT is doing a construction project on TH 2 between Mentor and TH 32. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and

adopted by unanimous vote of the Board to rescind the motion from the August 4, 2020 Board meeting setting the hearing date for August 25, 2020 at 10:00 a.m. to review work as proposed by MNDOT as this Hearing is no longer needed.

ADMINISTRATION

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

1. Filling Administrative Assistant I Vacancy (TPSC – Assessor)

Due to a retirement of an Administrative Assistant I position in the Tax Payer Service Center/Assessor a motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to authorize posting, advertising and filling the Administrative Assistant I position and any subsequent internal vacancies occurring as a result of this action.

2. Approval of Social Services AFSCME Local 1353 Collective Bargaining Agreement

The first Collective Bargaining Agreement between Polk County and Local 1353 Minnesota Council 65 AFSCME representing Polk County Social Services Department commencing January 1, 2020 – December 31, 2021 and the MOU between Polk County and Local 1353 (Polk County Social Services) was presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Polk County Social Services AFSCME Agreement as presented. (Agreement on file in the Administrator’s Office)

3. CARES Funds Status

Discussion was held with the Board regarding status of the CARES Funds.

4. 2021 Budget:

a. Appropriations Requests

Discussion was held with the Board regarding the 2021 appropriation requests.

b. Review of Preliminary Levy Options

Discussion was held with the Board regarding the 2021 preliminary levy options.

c. September 15 and 16 Department Budgets Schedule

The September 15 and September 16, 2020 Draft Department Budgets Schedule was discussed and presented to the Board. (Draft Schedules on file in the Administrator’s Office)

5. Performance Review – Closed Session (Pursuant to MN Statutes 13D.05, Subd. 3(a)) – Evaluate the Performance of Individual Subject to the Board’s Authority, County Administrator Chuck Whiting

1. Action to Convene in Closed Session

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to move into closed session at 2:16 p.m.

2. Reconvene Into Open Session

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to reconvene into regular session at 3:08 p.m.

3. Report Conclusion of Closed Session Evaluation

Discussion was brought forth regarding the evaluation of the Polk County Administrator Charles Whiting. It was reported that the evaluation was concluded with the consensus that Mr. Whiting continues to do a favorable job.

COMMISSIONER WARRANTS

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

COMMISSIONER WARRANTS

DATED 08/21/2020

APPROVED 08/18/2020

(See Next Page)

| <u>Vendor Name</u> | <u>Amount</u> |
|------------------------------------|-------------------|
| Acme Tools - Grand Forks | 2,396.89 |
| Altru Health System | 2,420.00 |
| American Solutions For Business | 3,838.50 |
| Ameripride Linen & Apparel Service | 3,035.26 |
| Architectural Resources Inc | 3,670.00 |
| Association for Nonsmokers- MN | 4,500.00 |
| Beltrami Industrial Services | 26,267.28 |
| Bert's Truck Equip Of Moorhead | 12,135.28 |
| Building Systems Corporation | 9,153.00 |
| Central States Wire Products Inc | 2,955.88 |
| Church & Dwight Co Inc | 9,245.74 |
| Code 4 Services Inc | 2,756.08 |
| Crookston Fuel Company | 3,732.70 |
| Donarski Brothers Inc | 69,568.96 |
| Government Mgmt Group Inc | 5,000.00 |
| GP Excavating LLC | 3,640.00 |
| J & S Gravel Inc | 14,366.42 |
| John Deere Financial | 2,132.75 |
| Kurita America Inc | 8,521.85 |
| Mayo Manufacturing Co | 2,660.12 |
| MCCC MI 33 | 6,655.00 |
| Morris Electronics Inc | 11,397.86 |
| Northdale Oil Inc | 2,143.58 |
| Palmer Masonry & Concrete | 21,860.01 |
| Pemberton Law PLLP | 5,399.50 |
| Peterson Sheet Metal Inc | 2,174.67 |
| Polk County Highway Department | 3,566.07 |
| Polk County Highway Department | 62,291.96 |
| Premier Specialty Vehicles Inc | 3,000.00 |
| Productivity Plus Account | 4,808.31 |
| Regents Of The Univ Of Mn | 3,363.04 |
| RJ Zavoral & Sons Inc | 64,653.50 |
| Schulz Carpeting | 5,720.00 |
| SeaChange Printing & Marketing | 26,591.65 |
| THE TRAILER CONNECTION | 6,205.00 |
| Thygeson Construction Co | 21,617.60 |
| Titan Machinery | 2,738.75 |
| True North Steel | 48,028.52 |
| Urt Llc | 3,385.26 |
| US Bank Voyager Fleet Sys | 3,890.88 |
| Wenck Associates Inc | 9,009.00 |
| Wenck Associates Inc | 2,236.00 |
| Widseth Smith Nolting & Assoc | 20,547.97 |
| Wilkens Inc/Lyle | 4,525.93 |
| Winter Truck Line Inc | 2,809.95 |
| Ziegler Inc | 3,736.38 |
| 217 Payments less than 2000 | 92,299.31 |
| Final Total: | 636,652.41 |

With no further business the Board adjourned to reconvene at 8:00 a.m., August 25, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

AUGUST 25, 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., August 25, 2020 at Environmental Services, 320 Ingersoll Avenue, 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. Other present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the August 25, 2020 agenda.

CONSENT AGENDA

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the August 25, 2020 consent agenda.

1. Approve for payment Lost Warrant No. 536895 dated May 22, 2020 issued to R&S Northeast, LLC in the amount of \$214.00.
2. Approve for payment Lost Warrant No. 533931 dated February 11, 2020 issued to Norman-Mahnomen Public Health in the amount of \$15,005.43.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended the Union Lake Sarah Improvement District meeting where Blue Algae on Lake Sarah was the focus. Discussion was brought forth regarding a concerned Maple Lake resident Fern Letnes. He also participated in the Northwestern Mental Health Center Board meeting where the focus was finances and Polk County representation on the Northwestern Mental Health Center Board.
2. Commissioner Strandell brought forth that he attended the MPO and the Polk County Building Committee meeting.
3. Commissioner Willhite brought forth that he participated in the Polk County Building Committee meeting. He also participated in a LARL meeting where the focus was 2021 budgeting. Discussion was brought forth regarding the potential financial software package and implementation during the Polk County Finance meeting.
4. Commissioner Lee brought forth that she attended the Household Hazardous Waste meeting where the 2021 budget was approved. She also had the DAC annual meeting in addition to a DAC regular meeting where the focus was the resignation of the Director in addition to finances. She also attended the Union Lake Sarah annual meeting and a Polk County Finance meeting. In addition she also did a presentation regarding cares funding for AMC.
5. Commissioner Diedrich brought that he participated in the Northwestern Mental Health Center meeting.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the revised August 25, 2020 agenda adding Greg Widseth, County Attorney.

***COUNTY ATTORNEY**

Greg Widseth, Polk County Attorney came before the Board with matters pertaining to the Appeal of County Ditch 39 and the service of the Polk County Auditor.

SHERIFF

Jim Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

1. Monthly Sheriff Reports

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

ENVIRONMENTAL SERVICES

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

1. CY 2021 Internal MSW Tip Fee

Polk County uses a variety of revenue sources to fund Solid Waste operations at its Regional Solid Waste facilities at the Landfill Complex (LF) near Gently, Mn and Resource Recovery Facility (RRF) in Fosston, MN. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the continuation of the existing Internal MSW Tip Fee of \$25.00/ton for CY 2021 going forward until otherwise approved changes are made by the Board.

2. CY 2021 Market Price

Discussion was held with the Board regarding the CY 2021 Market Price.

a. Addenda 1 – Worksheet

Discussion along with a breakdown of costs worksheet was presented to the Board. (Worksheet on file in the Administrator’s Office)

b. Addenda 2 – Resolution (2020-76) Polk County 2021 Market Price

RESOLUTION (2020-76)
Polk County 2021 Market Price

The following resolution (2020-76) was offered by Commissioner Diedrich:

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

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

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

WHEREAS, The County of Polk declares the Market Price for all MSW generated in Polk County during CY2021 to be \$28.50 per ton, based upon the lowest price available in the area. Polk County’s identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Gentilly Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

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

3. Solid Waste Program Updates

General updates on projects and permits for the Transfer Station, Landfill and Resource Recovery Facility were discussed with the Board.

HIGHWAY

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

1. Resolution (2020-72) Bridge Replacement Priority List

RESOLUTION (2020- 72)
Bridge Replacement Priority List

The following resolution (2020-72) was offered by Commissioner Diedrich:

WHEREAS, Polk County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

WHEREAS, Polk County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

WHEREAS, Polk County has determined that the following deficient bridges on the County State Aid Highway, County Road and Township systems are a high priority and require replacement or rehabilitation and

| Bridge No. | New Bridge No. | Road No. | Estimated Proj. Cost | Federal | Local | Bridge Funds | Proposed Const. Yr. |
|------------|----------------|----------|----------------------|---------|---------|--------------|---------------------|
| 7041 | 60567 | CSAH 1 | 800,000 | | 400,000 | 400,000 | 2021 |
| 7042 | 60568 | CSAH 1 | 800,000 | | 400,000 | 400,000 | 2021 |

| | | | | | | | |
|-------|-------|--------------|-----------|--|---------|-----------|------|
| 5767 | 60565 | CSAH 1 | 4,000,000 | | 500,000 | 3,500,000 | 2021 |
| LT10 | 60L49 | Brandsvold | 150,000 | | 10,000 | 140,000 | 2021 |
| 60504 | | CSAH 9 | 600,000 | | 300,000 | 300,000 | 2021 |
| L7619 | 60570 | Columbia | 800,000 | | 10,000 | 790,000 | 2021 |
| LT10 | 60L51 | Euclid | 75,000 | | 5,000 | 70,000 | 2021 |
| LT10 | 60L52 | Euclid | 75,000 | | 5,000 | 70,000 | 2021 |
| LT10 | 60L53 | Grove Park | 75,000 | | 5,000 | 70,000 | 2021 |
| 7097 | 60569 | CSAH 7 | 4,000,000 | | 500,000 | 3,500,000 | 2021 |
| L7510 | | Euclid | 65,000 | | 5,000 | 60,000 | 2022 |
| L5792 | | Kertsonville | 75,000 | | 5,000 | 70,000 | 2022 |
| L7624 | | Lessor | 75,000 | | 5,000 | 70,000 | 2022 |
| L5788 | | Chester | 400,000 | | 20,000 | 380,000 | 2022 |
| L7522 | | Scandia | 400,000 | | 20,000 | 380,000 | 2022 |

WHEREAS, Local roads play an essential role in the overall state transportation network and local bridges are the critical component of the local road systems, and

WHEREAS, The State's support for the replacement or rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road systems and is necessary for the county and townships to proceed with the replacement or rehabilitation of the high priority deficient bridges described above; and

WHEREAS, Polk County intends to proceed with replacement or rehabilitation of these bridges as soon as possible when Funds are available.

FURTHERMORE, Polk County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Polk County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

NOW THEREFORE BE IT RESOLVED, That Polk County commits that it will proceed with the design and contract documents for these bridges immediately after being notified that funds are available in order to permit construction to take place within one year of notification.

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

2. County Ditch 111 Maintenance Request

MnDOT is doing a construction project on TH 2 between Mentor and TH 32. A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the work in CD 11 and name Richard Sanders as Engineer over the project.

3. Approve Detour Agreement No. 1044641

Discussion along with handouts and the State of Minnesota Department of Transportation and Polk County Detour Agreement for Trunk Highway No. 2 (at TH 32 Intersection) Detour Agreement No. 1044641 was presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Detour Agreement as presented. (Handouts and Detour Agreement on file in the Administrator's Office)

4. Approve Resolution (2020-73) MnDOT Agreement No. 1044641 With The State Of MN Department Of Transportation

RESOLUTION (2020- 73)
MnDOT Agreement No. 1044641
With The State Of MN Department Of Transportation

The following resolution (2020-73) was offered by Commissioner Lee:

IT IS RESOLVED, That Polk County enter into MnDOT Agreement No. 1044641 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 49, County State Aid Highway No. 12, County State Aid Highway No. 12 and County State Aid Highway No. 41 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 2 from 0.84 Mi West of Trunk Highway 32 to 1.04 Miles East of Trunk Highway 59 under State Project No. 6004-26 (T.H. 2 = 008).

IT IS FURTHER RESOLVED, That the Polk County Administrator and the Polk County Chair are authorized to execute the Agreement and any amendments to the Agreement.

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

5. Approve Detour Agreement No. 1044642

Discussion along with handouts and the State of Minnesota Department of Transportation and Polk County Detour Agreement for Trunk Highway No. 59 Detour Agreement No. 1044642 was presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Detour Agreement as presented. (Handouts and Detour Agreement on file in the Administrator's Office)

6. Approve Resolution (2020-74) MnDOT Agreement 1044642 With The State Of MN Department Of Transportation

RESOLUTION (2020- 74)
MnDOT Agreement No. 1044642
With The State Of MN Department Of Transportation

The following resolution (2020-74) was offered by Commissioner Strandell:

IT IS RESOLVED, That Polk County enter into MnDOT Agreement No. 1044642 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 1 and County State Aid Highway No. 8 as detour routes during the construction to be performed upon, along, and adjacent to Trunk Highway No. 59 from 0.8 miles north of Sand Hill River to 477 Feet south of Trunk Highway 2 under State Project No.6008-17 (T.H. 59 = 030).

IT IS FURTHER RESOLVED, That the Polk County Administrator and the Polk County Chair are authorized to execute the Agreement and any amendments to the Agreement.

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

7. Polk County Highway Funding Options

Polk County Highway funding options were discussed with the Board.

a. Local Options Sales Tax

Discussion was held with the Board regarding increasing the Polk County Local Option Sales Tax to 0.5% from 0.25%. No action taken.

b. Wheelage Tax

Discussion was held with the Board regarding enacting a \$20.00 Wheelage Tax for transportation purposes. No action taken.

SOCIAL SERVICES

Karen Warmack, Social Services Director came before the Board with matters pertaining to her department:

1. Social Worker – Child Protection Specialist (CPS) Replacement Request

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to refill the Child Protection Specialist (CPS), and any internal subsequent position vacancies occurring because of this action.

2. Accounting Edition of Caseworks

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve purchasing the Accounting Edition of Caseworks and ongoing support from Next Chapter Technology for 2020 in the amount of \$65,363.00 after federal participation of \$43,793.00.

ADMINISTRATION

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

1. Resolution (2020-75) Of The Polk County Board Of Commissioners Dedicating CARES Funds For Polk County Community Outreach Resources And Service Providers To Respond To The COVID-19 Public Health Crisis

RESOLUTION (2020-75)
Resolution Of The Polk County Board of Commissioners
Dedicating CARES Funds For Polk County Community
Outreach Resources And Service Providers To Respond To
The COVID-19 Public Health Crisis

The following resolution (2020-75) was offered by Commissioner Strandell:

WHEREAS, In March 2020, Governor Tim Walz issued a series of Emergency Executive Orders in response to the COVID-19 pandemic which closed public and private schools, closed bars, restaurants, and other places of accommodation and generally required Minnesotans to stay at home; and

WHEREAS, Emergency Executive Order 20-15 recognizes that the State's response to the COVID-19 pandemic will result, either directly or indirectly, in the closure of many of Minnesota's small businesses, increased public health demands and related assistance needs in our communities; and

WHEREAS, In an effort to mitigate the economic and public health distress caused by the COVID-19 pandemic, Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to provide funding to States and local governments to cover costs associated with the COVID-19 pandemic; and

WHEREAS, Guidance issued by the federal government provides that CARES Act funding is intended to cover a variety of costs incurred by State and local governments in responding to and mitigating the effects of the COVID-19 public health crisis, including expenses to enable compliance with public health measures such as facilitating distance learning and improving telework capabilities; and

WHEREAS, Polk County finds that in addition to impacting the health and safety of residents, the unprecedented economic environment created by the COVID-19 pandemic has resulted in numerous business and social support service shutdowns, income loss, and unemployment in the County; and

WHEREAS, Although the State of Minnesota is currently allowing businesses to reopen under certain limited conditions, Polk County recognizes that additional community support is needed to allow residents to begin to return to work and school under public health guidance and protocols; and

WHEREAS, Polk County further recognizes that there are many obstacles residents face in obtaining necessary housing, food, child-care, telework and distance learning capabilities and general access to health services during the COVID-19 public health crisis; and

WHEREAS, The County further recognizes the need to provide support and resources to all County populations negatively impacted by the COVID-19 public health crisis; and

WHEREAS, The County desires to collaborate with community support organizations to help meet the needs of all Polk County residents during the COVID-19 public health crisis; and

WHEREAS, Polk County seeks to use CARES funds following guidance from the United States Treasury entitled “Coronavirus Relief Fund Frequently Asked Questions” and its periodic updates to apply CARES funds to eligible COVID-19 expenses and attached to as Exhibit A.

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

1. Utilizing its Public Health partnership, Polk County shall utilize its allocation of CARES funding to provide necessary community support and resources, either directly or through grants and/or loans to non-profit organizations based in Polk County, to meet the needs of residents in obtaining or maintaining safe housing, food, elderly and vulnerable populations, education, and access to health and mental health services. A minimum \$775,000 of federal funding from the Coronavirus Relief Fund shall be made available for this initiative utilizing the following Polk County Public Health partnerships and administered by the Polk County Public Health Department:

| Public Health Partnerships | Earmarked |
|------------------------------------------|------------------|
| School Districts and private schools | \$250,000 |
| Northwest Mental Health | \$75,000 |
| New American Integration Center | \$10,000 |
| North Country Food Bank | \$100,000 |
| Tri Valley | \$100,000 |
| Inter-County | \$70,000 |
| Migrant Health Services | \$10,000 |
| Care N Share | \$10,000 |
| Long-term care facilities in County (12) | \$120,000 |
| University of Minnesota-Crookston | \$15,000 |
| Northland Community Tech | \$15,000 |

2. Utilizing its Polk County Partnerships with supporting quasi-governmental service providers and Social Services support relationships, Polk County shall utilize its allocation of CARES funding to provide support for recovering operational losses and expenses due to COVID-19 for these organizations and the populations they serve. A minimum of \$450,000 of federal funding from the Coronavirus Relief Fund shall be made available for this initiative for the following Polk County partnerships administered by Polk County Administration:

| Polk County Partnerships | Earmarked |
|-------------------------------------------------------------|------------------|
| Tri-County Community Corrections | \$100,000 |
| East Polk Soil & Water Conservation District | \$10,000 |
| West Polk Soil & Water Conservation District | \$10,000 |
| Northwest MN Multi-County Housing & Redevelopment Authority | \$140,000 |
| Polk County DAC | \$100,000 |
| Fosston DAC | \$25,000 |
| ODC | \$25,000 |
| PC Social Services Elderly Home Care (2) Vendors | \$40,000 |

3. Utilizing Polk County relationships with its cities and townships, Polk County shall utilize its allocation of CARES funding to provide emergency grant funding to sustain operations for small businesses and to help eligible local businesses with costs associated with reopening under public health guidance and protocols. Eligible businesses are those that are locally owned and operated, have an establishment within Polk County and have at least two and no more than 50 employees. A minimum of \$775,000 of federal funding from the Coronavirus Relief Fund shall be made available to Polk County city partnerships administered by Polk County Administration for them to work through their economic development organization as follows:

| Small Business Relief | Earmarked |
|---------------------------------------|------------------|
| City of Crookston | \$250,000 |
| City of East Grand Forks | \$250,000 |
| City of Fosston | \$150,000 |
| Rest of County's cities and townships | \$125,000 |

4. Polk County shall utilized its allocation of CARES funding to recover COVID-19 related costs of operations changes due to the virus, including acquisition of personnel protective equipment, enhanced sanitary and cleaning supplies acquisition, social distancing modifications to workplace and building environments, telecommuting costs and personnel costs resulting from time incurred for adjusting to, working on and servicing COVID-19 related initiatives, programs and work place adjustments. A minimum of \$2,000,000 of federal funding the Coronavirus Relief Fund shall be utilized by Polk County to recover these costs and expenses.

County Administration is authorized to proceed and implement the distribution, accounting of and approvals required for the COVID-19 related community support pursuant to this Resolution and relevant guidelines to be approved by the Board of Commissioners.

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

2. 2021 Budget Status

The 2021 Budget Status was discussed with the Board.

a. Summary Budget

The budget summary was discussed with the Board.

b. Personnel

Personnel matters were discussed with the Board.

With no further business the Board adjourned to reconvene at 8:00 a.m., September 1, 2020.

Gary Willhite, Chair

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

SEPTEMBER 1, 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., September 1, 2020 at Environmental Services, 320 Ingersoll Avenue, 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. Other present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the September 1, 2020 agenda.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the September 1, 2020 consent agenda:

1. Approve Auditor Warrants.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended no meetings since the prior Board meeting. He did receive several calls regarding signs targeted at Governor Walz. Discussion was brought forth regarding restoration of gravel pits.
2. Commissioner Strandell brought forth that he attended the Pine To Prairie Drug Task Force meeting. He also attended the Polk County Building Committee meeting which focused on the East Grand Forks Human Service Center.
3. Commissioner Willhite brought forth that he attended a Polk County Planning & Zoning Commission meeting.
4. Commissioner Lee brought forth that she participated in a Pine To Prairie Drug Task Force meeting. She also participated in the AMC Education Committee meeting. She received a resident call of concern regarding the grading of County Road 201. Discussion was brought forth regarding voting by absentee ballot.
5. Commissioner Diedrich brought that he attended a Tri-Valley Opportunity Council meeting where the focus was the 401k provider.

LAKE AGASSIZ REGIONAL LIBRARY

Liz Lynch, LARL Executive Director came before the Board with matters pertaining to the Lake Agassiz Regional Library:

1. 2021 LARL Budget Request

Discussion along with handouts pertaining to LARL 2021 budget information and Getting To Know Your Library were presented to the Board. (Handouts on file in the Administrator's Office)

PLANNING AND ZONING

Jacob Snyder, Environmental Specialist/Planning and Zoning Administration came before the Board with matters pertaining to Planning and Zoning:

1. Resolution (2020-77) Conditional Use Permit For Amanda & Casey Holweger For Total Accessory Structure Over 2500 Sq.Ft. On A Parcel Less Than 5 Acres

Resolution (2020-77) was offered by Commissioner Strandell seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None. (See Resolution (2020-77) on file in the Administrator's Office.)

2. Final Plat Approval Zavoral Addition Parcel No. 40.00137.00 and Parcel No. 40.00154.00

Discussion along with handouts pertaining to the Final Plat/Zavoral Addition was presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Final Plat Zavoral Addition Parcel No. 40.00137.00 and Parcel No. 40.00154.00 with the conditions as listed in the handout presented. (Handout on file in the Administrator's Office)

***REVISED AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the revised September 1, 2020 agenda adding No. 2 and No. 3 under Highway.

HIGHWAY

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

1. County Ditch 55 Tile Replacement

Drain Tile on County Ditch 55 collapsed as part of the 2019 flood. Quotes have been received for labor and equipment to install pipes, aprons and riprap. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the quote from Gladden Construction, LaPorte, MN in the amount of \$75,080.00 for labor and equipment for installation of the pipes, aprons and riprap on County Ditch 55.

2. *Repair of CSAH 20

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell to provide labor and equipment to replace 84" culvert on CSAH 20 and allow Knife River, Bemidji, MN to do the repair in the amount of \$45,240.00.

3. **Lengby Pit, Mahnomen County Forestry Contract

Discussion was brought forth regarding the development, administration, inspection and summarization of timber sale on Polk County property located on S1/2NE1/4 03-146-39 (Parcel 07-033-1200) (Lengby Pit) Mahnomen County. A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to enter into a Contract for Forest Resource Management Services with Northern Forestry Inc., Bemidji, MN and authorize the County Engineer to sign the Contract for the development, administration, inspection and summarization of timber sale on Polk County property located in the S1/2NE1/4 03-146-39 (Parcel 07-033-1200) (Lengby Pit) Mahnomen County.

PROPERTY RECORDS

Michelle Cote, Property Records Director came before the Board with matters pertaining to her department:

1. Temporary Easement To Construct For Government Entities

Discussion along with the Temporary Permit and map were presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the Polk County Chair and the Polk County Administrator to sign the Temporary Permit to Construct for Government Entities for Parcel No. 87.00570.01 in the City of Fosston. (Permit and map on file in the Administrator’s Office)

ADMINISTRATION

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

1. Approval To Fill Clerk Typist Cashier III Vacancy – Attorney’s Office

Due to a resignation of a Clerk Typist Cashier III position in the Polk County Attorney’s Office a motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the process of hiring a new Clerk Typist Cashier III position.

2. 2021 Budget Status

The status of the 2021 budget was discussed with the Board.

3. CARES Funds Status

The CARES Funds status was discussed with the Board.

AUDITOR WARRANTS

A motion was made by Commissioner Strandell seconded by Commissioner Wilhite and adopted by unanimous vote of the Board to approve the following Auditor Warrants for payment:

AUDITOR WARRANTS 08/04/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------------|-------------------|
| Davidson Construction | 31,480.15 |
| Johnson Controls Fire Protection LP | 5,084.00 |
| Knife River Materials | 16,449.08 |
| Kronos SaaShr Inc | 3,554.46 |
| Palmer Masonry & Concrete | 11,583.60 |
| Polk County | 82,757.55 |
| RDO Equipment Company | 240,590.00 |
| 8 Payments less than 2000 | 3,877.63 |
| Final Total: | 395,376.47 |

AUDITOR WARRANTS 08/11/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|------------------------------------|-------------------|
| Becker County Human Services | 41,354.61 |
| BELTRAMI COUNTY SOLID WASTE | 2,369.44 |
| City of McIntosh | 5,436.10 |
| Clay County Public Health | 22,013.20 |
| Cole Papers Inc | 11,281.92 |
| Dick's Backhoe Service | 10,645.00 |
| ENTERPRISE FM TRUST | 7,798.24 |
| Fosston Municipal Utilities | 44,337.72 |
| Halstad Telephone Co | 9,543.70 |
| Lenes Sand & Gravel Inc | 26,408.93 |
| Norman County Public Health | 19,276.12 |
| Northside Express | 6,690.83 |
| Ottertail Power Co | 34,713.23 |
| Ottertail Public Health | 41,784.17 |
| Polk County Environmental Services | 2,274.07 |
| Polk County Public Health | 12,916.32 |
| Wild Rice Elec Co- Op Inc | 3,829.25 |
| 22 Payments less than 2000 | 9,989.38 |
| Final Total: | 312,662.23 |

AUDITOR WARRANTS 08/18/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------------------------|-------------------|
| BELTRAMI COUNTY SOLID WASTE | 2,765.96 |
| Cole Papers Inc | 6,345.15 |
| Crookston Water Department | 3,198.19 |
| ENTERPRISE FM TRUST | 3,263.29 |
| Fischer Rust, Stock & Rust, PLLC | 3,952.50 |
| Fosston Municipal Utilities | 43,503.41 |
| Garden Valley Technologies | 2,924.26 |
| GreatAmerica Financial Services | 9,825.32 |
| Knife River Materials | 449,116.68 |
| Kronos SaaShr Inc | 7,043.56 |
| Mn State Treasury | 9,888.00 |
| Norman County Public Health | 25,119.65 |
| Polk County Public Health | 71,607.79 |
| Reynolds Harbott Knutson & Larson PLLC | 4,900.65 |
| Sather Law Office Ltd | 4,981.55 |
| Verizon Wireless | 4,915.42 |
| 18 Payments less than 2000 | 5,950.72 |
| Final Total: | 659,302.10 |

AUDITOR WARRANTS 08/25/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------------|---------------------|
| Altru Health System | 2,653.00 |
| Anderson Brothers Construction | 181,888.28 |
| ENTERPRISE FM TRUST | 3,185.83 |
| Ferfuson Brothers Excavating Inc | 57,190.00 |
| Gladen Construction Inc | 18,816.51 |
| Istate Truck Center | 116,522.00 |
| Johnson Controls Fire Protection LP | 5,197.03 |
| Knife River Materials | 616,584.90 |
| Norman County Public Health | 16,975.23 |
| Northwestern Mental Health Center | 10,594.00 |
| Polk County Administrator | 3,696.00 |
| Polk County Public Health | 19,366.20 |
| Wm D Scepaniak Inc | 413,797.92 |
| 14 Payments less than 2000 | 6,824.35 |
| Final Total: | 1,473,291.25 |

MANUAL WARRANTS 08/04/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| FURTHER | 1,715.08 |
| Final Total: | 1,715.08 |

MANUAL WARRANTS 08/07/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------|-------------------|
| Internal Revenue Service | 167,585.18 |
| Minnesota Revenue | 28,744.98 |
| Final Total: | 196,330.16 |

MANUAL WARRANTS 08/10/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| FURTHER | 2,658.19 |
| Final Total: | 2,658.19 |

MANUAL WARRANTS 08/17/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|---------------|
| FURTHER | 977.81 |
| Final Total: | 977.81 |

MANUAL WARRANTS 08/18/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|---------------|
| Mn Dept Of Revenue | 753.00 |
| Final Total: | 753.00 |

MANUAL WARRANTS 08/18/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|-----------------------------|-------------------|
| Minnesota Revenue | 5,060.00 |
| Minnesota Revenue | 1,116.63 |
| Mn Dept Of Rev Tax Division | 112,395.71 |
| Mn Dept Of Revenue | 1,178.00 |
| Mn Dept Of Revenue | 295.00 |
| Final Total: | 120,045.34 |

MANUAL WARRANTS 08/18/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------|-------------------|
| Northwest Service Cooperative | 262,265.50 |
| Final Total: | 262,265.50 |

MANUAL WARRANTS 08/21/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------|-------------------|
| Internal Revenue Service | 168,215.05 |
| Minnesota Revenue | 28,762.66 |
| Final Total: | 196,977.71 |

MANUAL WARRANTS 08/25/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| FURTHER | 1,293.22 |
| Final Total: | 1,293.22 |

With no further business, the Board adjourned to reconvene at 9:30 a.m., September 15, 2020.

Gary Willhite, Chair

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

SEPTEMBER 15, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., September 15, 2020 at Environmental Services, 320 Ingersoll Avenue, 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. Other present: Michelle Cote, Deputy Clerk of the Board.

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 agenda for September 15, 2020 adding No. 3 under Administration.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Consent Agenda for September 15, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, \$68,493.99; Public Works Fund, \$93,575.29; Public Safety Fund, \$10,330.04; Public Health Fund, \$4,354.45; Special Assessments (Ditch) Fund, \$12,853.20; Environmental Services Fund, \$20,172.09; Resource Recovery Fund, \$89,511.36; Landfill Fund, \$10,354.88. Per Diems, \$1,875.00; Meal Reimbursements (without overnight lodging), \$130.84 and Sign Audit List.
2. Approve payment to US Bank, St. Louis MO in the amount of \$85,806.59 for procurement card purchases.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth that he had not attended any meetings since the prior Board meeting. Discussion was brought forth regarding taxpayer concerns over fences being placed on the road right-of-way on the Norman-Polk County line road.
2. Commissioner Strandell brought forth that he participated in the Tri-County Corrections meeting where the focus was the 2021 budget.
3. Commissioner Willhite brought forth that he attended the Tri-Valley Opportunity Council meeting and the Polk County Extension meeting. He also participated in KROX Valley Talk.
4. Commissioner Lee brought forth that she attended four (4) DAC meetings focused on candidates and interviews for the Executive Director position. She also attended a Solid Waste Advisory meeting where steam contracts were the focus. Discussion was brought forth regarding the Vesledahl project in Winger Township. Discussion was brought forth regarding a public water issue in Sletten Township and the possibility of a Public Hearing. She also participated in the Polk County Extension meeting where the focus was the 2021 Budget. In addition, she participated in an AMC Health and Human Services meeting where COVID-19 was the focus. She also did her monthly radio update.

5. Commissioner Diedrich brought forth that he participated in the Tri-County Corrections meeting. In addition, he attended a work session at MCIT.

SHERIFF

James Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

1. **Approve & Sign State of MN Joint Powers Agreement Authorized Agency**
A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve and sign the State of Minnesota Joint Powers Agreement Authorized Agency as presented to the Board. (Joint Powers Agreement on file in the Administrator's Office)** See resolution below.
2. **Resolution (2020-78) Approving State of MN Joint Powers Agreement With The County Of Polk On Behalf Of Its Polk County Attorney and Sheriff**

RESOLUTION (2020-78)
**Approving State Of Minnesota Joint Powers Agreements
With The County Of Polk On Behalf
Of Its County Attorney and Sheriff**

The following resolution (2020-78) was offered by Commissioner Strandell:

WHEREAS, The County of Polk on behalf of its County Attorney and Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Polk on behalf of its County Attorney and Sheriff are hereby approved.
2. That the Sheriff, James Tadman, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That the County Attorney, Greg Widseth, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement

that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

4. That Gary Willhite, the Chair of the County of Polk and Chuck Whiting, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

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

SOCIAL SERVICES

Karen Warmack, Social Services Director came before the Board with matters pertaining to her department:

- 1. One Office Support Specialist Replacement Request**

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve refilling one Office Support Specialist position, and any internal subsequent position vacancies occurring because of this action.

ADMINISTRATION

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

- 1. Approval Of Claim – Lindemer Settlement**

The Settlement Agreement between Polk County and former Polk County employee Danielle Lindemer was discussed and presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve and sign the Settlement Agreement as presented. (Agreement on file in the Administrator's Office).

- 2. CARES Update**

Discussion along with a handout pertaining to the breakdown of CARES Funds was presented to the Board. (Handout on file in the Administrator's Office)

- 3. *Juvenile Detention Center Roof Replacement Bid Award**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the bid recommendation of Pierce Lee Roofing, LLC, Fargo, ND in the amount of \$142,400.00 offered by Tri-County Community Corrections Board with the understanding that funding for the Juvenile Detention Center Roof Replacement Project will be provided by Tri-County Community Corrections.

2021 DEPARTMENT BUDGET REVIEWS

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to the 2021 Departmental Budgets:

- 1. General Overview of Budget Issues**

Discussion was held with the Board regarding the 2021 budget.

COUNTY ATTORNEY

Greg Widseth, Polk County Attorney came before the Board with matters pertaining to his department:

1. Review of 2021 County Attorney Budget

Discussion was held with the Board regarding the 2021 County Attorney Budget.

HIGHWAY

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

1. County Wide Patching

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award county wide patching to ReitRock Paving LLC, Crookston, MN in the amount of \$333.33 per ton.

2. County Ditch 56 Replacement Request

MNDOT is doing a construction project on TH 2 between Fisher, MN and East Grand Forks, MN a 48" CSP under TH 2 with a 48" RCP is needed. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the work in County Ditch 56 and name Richard Sanders as Engineer over the project.

3. Review of 2021 Highway Department Budgets

Discussion was held with the Board regarding the 2021 Highway Department budgets.

VETERANS SERVICES

Kurtis Ellefson, Veterans Services Officer came before the Board with matters pertaining to his department:

1. Review of 2021 Veterans Services Budget

Discussion was held with the Board regarding the 2021 Veterans Services budget.

ENVIRONMENTAL SERVICES

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

1. Review of 2021 Environmental Services Budgets

Discussion was held with the Board regarding the 2021 Environmental Services budgets.

FACILITIES

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

1. Review of 2021 Facilities Budget

Discussion was held with the Board regarding the 2021 Facilities budget.

ADMINISTRATION

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

1. Review of 2021 Administration Budgets

Discussion was held with the Board regarding the 2021 Administration budget.

2. Budget Summary and Review

Discussion was held with the Board regarding the 2021 budget.

COMMISSIONER WARRANTS

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

COMMISSIONER WARRANTS/DATED 09/18/2020
APPROVED 09/15/2020

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------------|-------------------|
| Acme Electric Companies | 3,257.46 |
| Ameripride Linen & Apparel Service | 2,133.27 |
| Architectural Resources Inc | 3,778.75 |
| Bert's Truck Equip Of Moorhead | 15,547.84 |
| Bill's Parts & Sales | 2,100.00 |
| Church & Dwight Co Inc | 9,245.74 |
| Country Pet Foods, LLC | 5,522.58 |
| Crookston Fuel Company | 4,316.60 |
| Crookston Times | 2,265.53 |
| Dietz/Mark | 2,496.20 |
| Domson BG Service | 2,313.00 |
| Donarski Brothers Inc | 3,234.81 |
| DS Solutions Inc | 2,132.00 |
| Durag | 7,164.70 |
| Environmental Sentry Protection LLC | 4,610.00 |
| GHA Technologies Inc | 2,390.30 |
| Higher Ground | 9,252.70 |
| JC & J Trucking Inc | 5,000.00 |
| Jemco Incorporated | 6,305.93 |
| Jsb Engineered Solutions | 10,955.25 |
| Kurita America Inc | 7,005.74 |
| Northern Lumber | 2,579.21 |
| Now Micro Inc | 5,344.00 |
| Palmer Masonry & Concrete | 16,907.00 |
| Pemberton Law PLLP | 14,200.95 |
| Polk County | 7,767.44 |
| Polk County Highway Department | 13,472.17 |
| Potters Industries Inc | 5,536.00 |
| Powerplan OIB | 2,745.75 |
| RDO Truck Centers | 7,372.82 |
| Regents Of The Univ Of Mn | 2,179.56 |
| True North Steel | 28,432.84 |
| Univar Usa Inc | 8,500.00 |
| US Bank Voyager Fleet Sys | 3,294.25 |
| Winter Truck Line Inc | 2,110.55 |
| Ziegler Inc | 18,275.27 |
| 190 Payments less than 2000 | 59,899.09 |
| Final Total: | 309,645.30 |

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., September 16, 2020 for a Special Board meeting.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board

**SPECIAL MEETING
SEPTEMBER 16, 2020
BOARD MINUTES**

Pursuant to motion of adjournment the Polk County Board of Commissioners met in special session at 8:00 o'clock a.m., September 16, 2020 at Environmental Services, 320 Ingersoll Avenue, Crookston, MN the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board. Other present: Michelle Cote, Deputy Clerk of the Board.

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 agenda for September 16, 2020 adding 2020 General Election Canvassing Date under Michelle Cote/Property Records.

2021 DEPARTMENT BUDGET REVIEWS

Discussion was held with the Board regarding the 2021 Department Budgets following up from the September 15, 2020 meeting.

PUBLIC HEALTH

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

1. Review of 2021 Public Health Department Budgets

The 2021 Public Health Department budgets were reviewed and discussed with the Board.

TRI-COUNTY COMMUNITY CORRECTIONS

Andrew Larson, Tri-County Community Corrections Director came before the Board with matters pertaining to his department:

1. Review of 2021 Tri-County Community Corrections Department Budget

The 2021 Tri-County Community Corrections budget was reviewed and discussed with the Board.

MIS

Evan Bruggeman, MIS Director came before the Board with matters pertaining to his department:

1. Review of 2021 Management Information Systems Department Budget

The 2021 Management Information Systems Department (MIS) budget was reviewed and discussed with the Board.

HUMAN RESOURCES

Alecia Helms, Human Resources Director came before the Board with matters pertaining to her department:

1. Review of 2021 Human Resources Department Budget

The 2021 Human Resources budget was reviewed and discussed with the Board.

At 10:55 a.m., Commissioner Strandell entered the Board meeting.

SHERIFF

Jim Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

1. Review of 2021 Sheriff's Department Budgets

The 2021 Sheriff's Department budgets were reviewed and discussed with the Board.

TAX PAYER SERVICE CENTER

Michelle Cote, Property Records Director came before the Board with matters pertaining to her department:

1. *2020 General Election Canvassing Date

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to move the date of the 2020 General Election to Friday November 13, 2020, 10:00 a.m., at the Polk County Environmental Services/Transfer Station building.

2. Review of 2021 Tax Payer Service Center Department Budgets

The 2021 Tax Payer Service Center budgets were reviewed and discussed with the Board.

Lisa Loegering, Extension Director came before the Board with matters pertaining to the Extension Office:

3. Extension Budget Request

The 2021 Extension budget was reviewed and discussed with the Board.

FINANCE

Ron Denison, Finance Director came before the Board with matters pertaining to his department:

1. Review of 2021 Finance Department Budgets

The 2021 Finance budgets were reviewed and discussed with the Board.

ADMINISTRATION

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

1. Budget Summary and Review

Discussion regarding the budget summary along with reviewing the 2021 budgets was held with the Board.

2. Draft Resolution (2020-XX) Setting the Preliminary 2021 Preliminary Property Tax Levy

The Draft Resolution (2020-XX) Setting the Preliminary 2021 Preliminary Property Tax Levy was reviewed and discussed with the Board. The Board had no consensus agreed to for a preliminary levy in this draft resolution and will determine at the September 22, 2020 Board meeting.

With no further business the Board adjourned to reconvene at 8:00 a.m., September 22, 2020.

Gary Willhite, Chair

ATTEST:

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 ADMIN.

FROM: JIM TADMAN - SHERIFF

MEETING DATE: SEPTEMBER 22, 2020

AGENDA ITEM: 1. Monthly Sheriff Reports

SUMMARY: Present and discuss the August Sheriff Reports

ACTION: For information only

| August | | | | | | | | | | | |
|--------|----------------------------|---------|-----------------|---------|---------------|-----------------|--------------|----|---------|-------|-------|
| Date: | Reason | Mileage | Deputy/Deputies | Medical | Mental Health | MN Prison/Jails | Out of state | ME | Federal | Other | Hours |
| 3 | GF County on 10-69 | 29 | 5005 | | | | 29 | | | | 1 |
| 4 | Prison run | 649 | 5013/5021 | | | 649 | | | | | 23.5 |
| 4 | GF County on 10-69 | 29 | 5005 | | | | 29 | | | | 1 |
| 5 | 540 | 48 | 5016/5021 | | | | | | | 48 | 2.5 |
| 6 | Texas DOC on 10-69 | 1152 | Inmate Services | | | | 1152 | | | | |
| 7 | CBHH Anoka/Hennepin | 610 | 5028 | | 610 | | | | | | 11 |
| 10 | Federal to Fargo/GF | 217 | 5005/5016 | | | | | | 217 | | 12 |
| 10 | NWRCC to TRF placement | 85 | 5019 | | 85 | | | | | | 2.25 |
| 11 | 540 | 24 | 5005 | | | | | | | 24 | 1.25 |
| 11 | Alexandria on 10-69 | 308 | 5019 | | | 308 | | | | | 8.25 |
| 11 | NWRCC to Altru | 2 | 5013 | 2 | | | | | | | 1 |
| 12 | GF County on 10-69 | 54 | 5008 | | | | 54 | | | | 1.5 |
| 13 | Mille Lacs Co on 10-69 | 527 | 5028 | | | 527 | | | | | 9 |
| 13 | Clearwater Co on 10-69 | 125 | 5016 | | | 125 | | | | | 3 |
| 14 | GF County on 10-69 | 55 | 5013 | | | | 55 | | | | 1.5 |
| 14 | Crookston to Pine Manor | 247 | 5013 | | 247 | | | | | | 4.75 |
| 18 | Mille Lacs-Wright Co 10-69 | 550 | 5021 | | | 550 | | | | | 11 |
| 19 | GF County on 10-69 | 54 | 5019 | | | | 54 | | | | 1.5 |
| 21 | GF County on 10-69 | 54 | 5021 | | | | 54 | | | | 1.5 |
| 22 | Clarksville TN on 10-69 | 1128 | Inmate Services | | | | 1128 | | | | |
| 24 | Federal to Fargo | 167 | 5005/5016 | | | | | | 167 | | 11 |
| 25 | Prison run | 580 | 5008 | | | 580 | | | | | 10 |
| 25 | GF County on 10-69 | 29 | 5005 | | | | 29 | | | | 1 |
| 27 | RRVJDC to Grand Rapids | 320 | 5016 | | | 320 | | | | | 7.25 |
| 27 | NWRCC to Altru GF | 61 | 5028 | 61 | | | | | | | 3 |
| 28 | RRVJDC to ER | 2 | 5021 | 2 | | | | | | | 1.25 |
| | August totals | 7106 | | 65 | 942 | 3059 | 2584 | 0 | 384 | 72 | 131 |

Summary
Comparison
Transport
Log

| | 2018 | 2019 | 2020 | 2021 | 2022 |
|---------------|--------------|---------------|--------------|----------|----------|
| January | 7318 | 7638 | 9712 | | |
| February | 8009 | 7565 | 6536 | | |
| March | 8800 | 7314 | 7868 | | |
| April | 7732 | 8179 | 3563 | | |
| May | 9707 | 6606 | 4045 | | |
| June | 8490 | 5965 | 6052 | | |
| Subtotal | 50056 | 43267 | 37776 | 0 | 0 |
| July | 7182 | 11450 | 4122 | | |
| August | 6855 | 10886 | 7106 | | |
| September | 8030 | 8251 | | | |
| October | 9423 | 14304 | | | |
| November | 5378 | 8236 | | | |
| December | 9288 | 7567 | | | |
| Totals | 96212 | 103961 | 49004 | 0 | 0 |

Summary
Comparison
Transport
Log

| | 2013 | 2014 | 2015 | 2016 | 2017 |
|---------------|--------------|--------------|--------------|--------------|---------------|
| January | 4507 | 5093 | 9735 | 8421 | 9255 |
| February | 4696 | 5545 | 5816 | 9321 | 11869 |
| March | 8652 | 5737 | 8367 | 13085 | 9314 |
| April | 5103 | 5385 | 9039 | 5719 | 5385 |
| May | 5871 | 7266 | 6875 | 9299 | 7115 |
| June | 5736 | 5787 | 7437 | 5961 | 13013 |
| Subtotal | 34565 | 34813 | 47269 | 51806 | 55951 |
| July | 4130 | 7762 | 7097 | 6324 | 8698 |
| August | 8073 | 8137 | 9799 | 7251 | 10931 |
| September | 4582 | 6815 | 7076 | 4941 | 7150 |
| October | 7260 | 7299 | 6417 | 7388 | 7867 |
| November | 5504 | 7926 | 9251 | 9509 | 10469 |
| December | 5792 | 9869 | 10015 | 4691 | 5587 |
| Totals | 69906 | 82621 | 96924 | 91910 | 106653 |

Document Service Statistics August 2020

| | |
|--------------------------------------------------------------------------------------------------------------------------------|------------------|
| Complaint; Summons; Notice | 1 |
| Juvenile Petition; Affidavit; Notice; Order Appointing Guardian Ad Litem ; Summons; Scheduling Order; Order; Notice of Hearing | 1 |
| Notice of Filing; Order to Show Cause; Notice of Remote Zoom Hearing | 1 |
| Notice of Foreclosure; What Happens After The Forclosure Sale; Help for Homeowners Notice | 2 |
| Notice of Motion & Motion; Affidavit; Order to Show Cause | 1 |
| Notice of Motion & Motion; Supporting Affidavit | 2 |
| Order | 3 |
| Order to Appear; Order to Show Cause; Notice | 3 |
| Order to Show Cause; Notice of Motion & Motion; Notice of Filing | 1 |
| Petition; Notice of Hearing; Order to Appear | 1 |
| Subpoena | 8 |
| Summons & Complaint | 22 |
| Summons; Complaint; Notice of Motion & Motion; Supporting Affidavit | 6 |
| Summons; Notice of Hearing; Petition; Juvenile Petition | 2 |
| Summons & Petition | 3 |
| Summons; Petition; Notice | 3 |
| Summons; Petition; Order | 1 |
| Amended DANCO | 1 |
| DANCO | 6 |
| Harrassment Restraining Order | 2 |
| Order for Protection | 7 |
| Totals | <u>77</u> |

Paid Services: \$2861.72

No Charge Services: \$970.80

POLK COUNTY SHERIFF'S OFFICE

Sheriff James Tadman

Chief Deputy Mike Norland

600 Bruce Street • P.O. Box 416 • Crookston, MN 56716

218.281.0431 • Fax 218.281.0401

James.Tadman@co.polk.mn.us

www.co.polk.mn.us

CFS By Month and Primary INC Code - PCSO only

Printed on September 1, 2020

| Description | Totals | |
|------------------------------------|--------|-----|
| 911 Duplicate Call | 2 | 2 |
| 911 Handled by Dispatch | 72 | 72 |
| 911 Hang Up | 66 | 66 |
| 911 Open Line | 7 | 7 |
| 911 Pocket Dial | 17 | 17 |
| Abandoned Vehicle | 3 | 3 |
| Abuse of Child | 1 | 1 |
| Alarm | 6 | 6 |
| Alarm - Residential | 1 | 1 |
| Animal Bite | 4 | 4 |
| Animal Complaint | 18 | 18 |
| Animal Complaint - Mistreatment | 3 | 3 |
| Animal - Lost and Found | 1 | 1 |
| Assault | 8 | 8 |
| Assist Other Agency | 31 | 31 |
| Attended Death | 1 | 1 |
| Boat & Water | 4 | 4 |
| Burglar Alarm - Audible - Business | 3 | 3 |
| Burglar Alarm - Silent - Business | 10 | 10 |
| Burglary | 3 | 3 |
| Burglary Alarm - Silent - Bank | 3 | 3 |
| Child Custody Complaint | 2 | 2 |
| Child Protection Report | 5 | 5 |
| Civil Complaint | 6 | 6 |
| Civil Process | 105 | 105 |
| Conservations - Littering/Wildlife | 2 | 2 |
| Damage to Property | 12 | 12 |
| Death - Hospice | 2 | 2 |
| Death Notification | 1 | 1 |
| Domestic Non-Violent | 1 | 1 |
| Domestic Violent | 5 | 5 |
| Drug Paraphernalia | 3 | 3 |
| Drugs | 2 | 2 |
| Duplicate Call | 1 | 1 |
| Emotional Distress | 2 | 2 |
| Escape | 2 | 2 |
| Fight | 1 | 1 |
| Fire Other | 1 | 1 |
| Fraud | 5 | 5 |

| Description | Totals | |
|-------------------------------------------------|--------|-----|
| FTA Complaint | 2 | 2 |
| Harassment | 7 | 7 |
| Hit & Run | 1 | 1 |
| Info | 19 | 19 |
| Juvenile Complaint | 3 | 3 |
| Juvenile Offender | 1 | 1 |
| Juvenile - Other | 1 | 1 |
| K9 Search | 2 | 2 |
| Medical Alarm | 1 | 1 |
| Missing Boater | 1 | 1 |
| Motorist Assist | 20 | 20 |
| MVA Fatal | 1 | 1 |
| MVA - Property Damage | 10 | 10 |
| Neglect of Child | 2 | 2 |
| Open Door - Unsecure Building | 1 | 1 |
| Order Violation - DANCO, OFP, Restraining Order | 1 | 1 |
| Parking Complaint | 2 | 2 |
| POR Checks | 13 | 13 |
| Possible DUI Vehicle | 4 | 4 |
| Probation Violation | 2 | 2 |
| Public Assist | 32 | 32 |
| Public Peace | 2 | 2 |
| Public Works/Utilities | 1 | 1 |
| Railroad - Other | 1 | 1 |
| Reckless Driver | 1 | 1 |
| Runaway | 1 | 1 |
| Search Warrant | 1 | 1 |
| Security Checks | 5 | 5 |
| Suicide Threats | 5 | 5 |
| Suspicious Activity | 10 | 10 |
| Suspicious Person | 6 | 6 |
| Suspicious Vehicle | 11 | 11 |
| Theft | 9 | 9 |
| Theft - Gas Drive Off | 1 | 1 |
| Threats | 3 | 3 |
| Traffic - All Other | 14 | 14 |
| Traffic Complaint | 20 | 20 |
| Traffic Control | 1 | 1 |
| Traffic Hazard | 4 | 4 |
| Traffic Stop | 234 | 234 |
| Transfer | 2 | 2 |
| Transport - Medical by Officer | 4 | 4 |
| Transport - Mental Health | 1 | 1 |
| Transport - MN Prison or Jail | 7 | 7 |
| Transport - Other | 9 | 9 |
| Transport - Out of State | 5 | 5 |

| Description | Totals | |
|--------------------------|--------|-----|
| Trespass | 3 | 3 |
| Trouble Breathing | 1 | 1 |
| Unattended Death | 2 | 2 |
| Unwanted Person | 6 | 6 |
| Vandalism | 5 | 5 |
| Vehicle Complaint | 8 | 8 |
| Vehicle Lock Out | 4 | 4 |
| Verbal Dispute | 1 | 1 |
| Violation of Court Order | 1 | 1 |
| Vulnerable Adult | 7 | 7 |
| Warrant | 6 | 6 |
| Weapon Violation | 2 | 2 |
| Welfare Check | 19 | 19 |
| | 2 | 2 |
| Totals | 973 | 973 |



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: September 22, 2020

TO: Polk County Board of Commissioners

FROM: Karen Warmack, Director

AGENDA ITEM: Eligibility Worker Replacement Request

SUMMARY: Replacement of Eligibility Worker working with Adult Services.

ACTION REQUESTED: (MOTION)

Board approval to refill Eligibility Worker, 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
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: 9/22/2020

AGENDA ITEM: Custodian I Replacement Request - FTE

SUMMARY: To staff one open Custodial I Position - FTE

- 1) Oral request by Mark Dietz

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

Please make the motion, to staff one open Custodial I - FTE position in the Polk County Facilities Management Department.



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: September 22, 2020
AGENDA ITEM: Resource Recovery Facility – Surplus Equipment

SUMMARY:

1. Polk County Resource Recovery Facility (RRF) in Fosston, MN upgraded much of the processing equipment for the Material Recovery Facility (MRF) in CY2018.
2. Portions of the old MRF were sold, modified or kept as back-up equipment. Other equipment was put into storage – including two horizontal, single-ram, manual-tie balers.
3. The two balers are not going to be incorporated into the current system. Stored long-term as-is, the balers will not be functional.
4. Polk RRF desires to declare the balers as surplus equipment and authorize the sale of them via public auction.
5. A list of the baler particulars is enclosed.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve declaration of the two (2) listed balers from the Resource Recovery Facility as surplus equipment and authorize the public sale of both balers via auction.

SURPLUS HORIZONTAL BALERS

Make Excel Manufacturing Inc

Model H00012

Serial # HV1013

Date Of MFG. 6/20/1996

Make Excel Manufacturing Inc

Model HV1020

Serial HV10103

Date Of MFG. 2/03/2011



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: September 22, 2020
AGENDA ITEM: CY 2021 Landfill MSW Bypass Surcharge

SUMMARY:

1. Polk County uses a variety of revenue sources to fund solid waste operations at its Regional Solid Waste facilities at the Landfill Complex (LF) near Gentilly, Mn and Resource Recovery Facility (RRF) in Fosston, MN.
2. To discourage waste from going to the LF instead of the RRF, but not penalize waste that needs to go to the LF, the tip fees have remained at the same rate.
3. To balance the budgets at both facilities, an internal surcharge is paid by the LF to the RRF. The surcharge is set at \$10/ton.
4. Due to the Pandemic, as well as depressed recycling markets, loss of steam sales and reduced MRF efficiency at the RRF, more waste is going to the LF than was intended. This results in less tip fee revenue at the RRF, and more at the LF.
5. To balance the budgets and deal with the unintended consequences of the factors driving down RRF revenues, modifying the LF surcharge on MSW Bypass materials is desired.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve setting the CY2021 Landfill MSW Bypass Surcharge payment from the Landfill to the Resource Recovery Facility at \$20/ton retroactive to 1/01/20.



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: September 22, 2020
AGENDA ITEM: MSW Landfill – Cell #14 Liner Purchase

SUMMARY:

1. Polk County near Gentilly, MN is comprised of various components including: Mixed Solid Waste (MSW LF), Construction & Demolition Debris (Demo LF) and Ash disposal areas (Ash LF).
2. The MSW LF is constructed of a liner system which contains the leachate (water that comes into contact with the waste), and is designed to remove the leachate for treatment.
3. The MSW LF liner is a thick sheet of plastic which meets Federal and State specifications to protect the environment from leachate escaping the system.
4. MSW LF Cell #14 will be the next phase to be constructed. Cell #14 will be approximately 3 acres in size. The date at which it will need to be constructed is based upon calculated airspace remaining – which is determined from surveys done in November of each year for the Landfill Permit..
5. At present, Cell #14 is anticipated to be constructed in Spring of 2022.
6. Due to the Pandemic, material pricing for plastic is very low. The amount of liner material needed for Cell #14 would normally be expected to be near \$100,000. Polk has a quote from its specialty material supplier for LF's of \$49,604.73.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve purchase of Cell #14 liner from Agru America Inc. of Georgetown, SC in the amount of \$49,604.73.



Quote: QT000014833
Date: 8/28/2020
Exp Date: 9/27/2020
Shipping Method: DELIVERY
Payment Terms:
Incoterms: PPA

Customer:

WENCK
 3303 Flechtner Drive
 Fargo
 ND, 58103
 United States
 (701) 893-2314

Project:

Location: Crookston MN
 Application: Other
 Bid Date: 8/28/2020
 Sales Person: Joe Kaul
 Phone: (303) 887-4518

Bill To:

WENCK
 3303 Flechtner Drive
 Fargo
 ND, 58103
 United States
 (701) 893-2314

Ship To:

Polk County Environmental Services
 Crookston, MN

| Whse | Product | Dimensions | Roll Qty | Qty | UoM | Warranty | ShipVia | Rolls Per Truck | Unit Price | Ext Price |
|------|-----------------------------------------------------------|------------|----------|-----------|-----|-----------|---------|-----------------|-------------------|-------------|
| FN | FG-HDSMTH060BBBEA HDPE Smooth 60mil Black Average | 23x600 | 12 | 165600.00 | SF | Agru Std. | FB | 11.0/1.1 | \$0.23579 | \$39,046.82 |
| FN | FG-HDMSDS060BBBEG HDPE DS MicroSpike 60mil Black GM13 | 23x540 | 1 | 12420.00 | SF | Agru Std. | FB | 12.0/0.1 | \$0.23868 | \$2,964.41 |
| FN | S-FREIGHTSHTFB Freight Geomembrane Flatbed Non-Taxable | | 0 | 2.00 | EA | | | 0.0/0.0 | \$3,750.0000 0 | \$7,500.00 |
| FN | FW-WR-HDPE-BK-5MM Weld Rod Black HDPE 5MM | 0x0 | 0 | 1.00 | SP | | | 0.0/0.0 | \$93.50000 | \$93.50 |

| | |
|----------|-------------|
| Subtotal | \$42,104.73 |
| Freight | \$7,500.00 |
| Total | \$49,604.73 |

Sales Tax is not included



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: September 22, 2020
AGENDA ITEM: MSW Landfill – Cell Cover Purchase

SUMMARY:

1. Polk County near Gentilly, MN is comprised of various components including: Mixed Solid Waste (MSW LF), Construction & Demolition Debris (Demo LF) and Ash disposal areas (Ash LF).
2. The MSW LF is constructed of a liner system which contains the leachate (water that comes into contact with the waste), and is designed to remove the leachate for treatment.
3. The MSW LF liner is a thick sheet of plastic which meets Federal and State specifications to protect the environment from leachate escaping the system.
4. The State requires Financial Assurance – money set aside based upon the number of acres of MSW LF constructed – for the purpose of LF closure, post-closure and contingency action-related costs.
5. The State also requires when areas of an operational MSW LF reach full capacity, that intermediate cover is established and as soon as practical final cover is placed over the area. Final cover is comprised of layers of clay and a geosynthetic cover material to shed water from entering the LF cell.
6. Due to the Pandemic, material pricing for plastic is very low. The amount of liner material needed for the project is about 6.4 acres in size. This material would normally be expected to cost over \$100,000. Polk has a quote from its specialty material supplier for LF's of \$55,701.36.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve purchase of MSW Landfill Cell Cover from Agru America Inc. of Georgetown, SC in the amount of \$55,701.36.



Quote: QT000014879
Date: 9/2/2020
Exp Date: 10/2/2020
Shipping Method: DELIVERY
Payment Terms:
Incoterms: PPA

Customer:

WENCK
 3303 Fiechtner Drive
 Fargo
 ND, 58103
 United States
 (701) 893-2314

Project:

Location: Crookston MN
Application: Other
Bid Date: 9/2/2020
Sales Person: Joe Kaul
Phone: (303) 887-4518

Bill To:

WENCK
 3303 Fiechtner Drive
 Fargo
 ND, 58103
 United States
 (701) 893-2314

Ship To:

Polk County Environmental Services -
 Closure
 Crookston, MN

| Whse | Product | Dimensions | Roll Qty | Qty | UofM | Warranty | ShipVia | Rolls Per Truck | Unit Price | Ext Price |
|------|-----------------------------------------------------------|------------|----------|-----------|------|-----------|---------|-----------------|-------------------|-------------|
| FN | FG-LDMSDS040BBBEG LLDPE DS MicroSpike 40mil Black GM17 | 23x750 | 16 | 276000.00 | SF | Agru Std. | FB | 12.0/1.3 | \$0.17261 | \$47,640.36 |
| FN | S-FREIGHTSHTFB Freight Geomembrane Flatbed Non-Taxable | | 0 | 2.00 | EA | | | 0.0/0.0 | \$3,750.0000 0 | \$7,500.00 |
| FN | FW-WR-LLDPE-BK-5MM Weld Rod Black LLDPE 5MM | 0x0 | 0 | 6.00 | SP | | | 0.0/0.0 | \$93.50000 | \$561.00 |

| | |
|----------|-------------|
| Subtotal | \$48,201.36 |
| Freight | \$7,500.00 |
| Total | \$55,701.36 |

Sales Tax is not included

Exceptions/Clarifications and Special Requirements:

Comments:

Unless otherwise specified, Agru America standard material specification values and testing will apply for all purposes to this quotation and Customer agrees that Agru America standard values will be acceptable according to this quotation.

Material prices are valid for 30 days unless otherwise specified in upper section of quote (Exp. date). Agru America's "Standard Product Warranty" shall apply to this quotation. Unless otherwise noted with the quote.

Agru America's General Terms and Conditions shall apply to this quotation.

If the Product quantity changes from the square footage / square meter set forth in this quotation, a revised quotation must be issued.

This is a fixed price quotation, unless otherwise stated. Invoicing will be on a per truckload basis.

Shipping dates are estimates only and Agru America will not be held liable for any delays due to shipping.

Any costs associated with third party testing will be the responsibility of Customer.

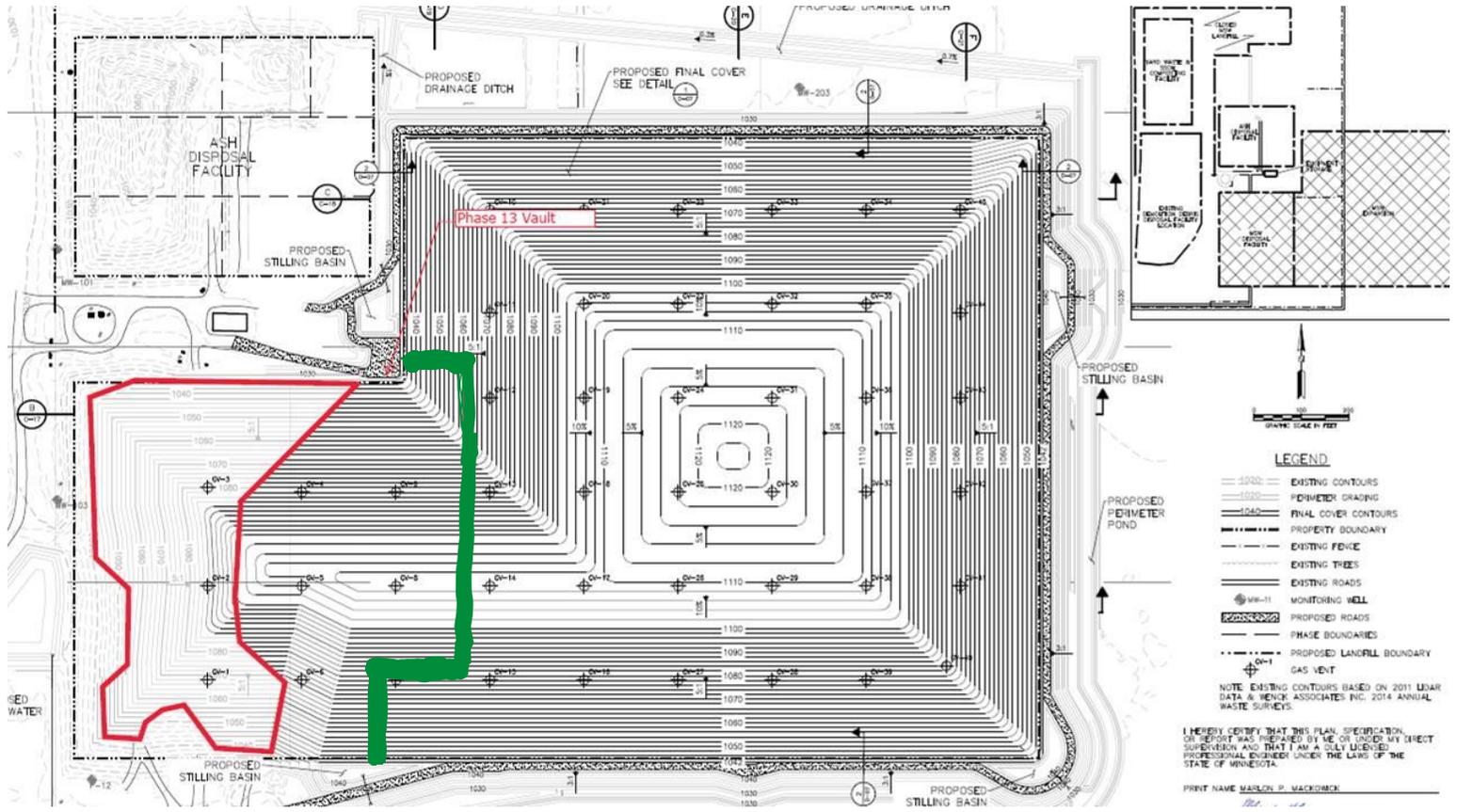
If there is an increase in raw materials or transportation costs prior to completion of the order, the additional cost will be borne by Customer and reflected in a Revised Order Acknowledgement, a copy of which shall be forwarded to Customer.

Any invoice not paid when due will incur a charge of 18% per annum or, if lower, the maximum applicable lawful interest rate. Customer is responsible for collection costs and attorneys' fees.

Taxes are not included in quotes.

Freight prices are estimates only. Customer will be charged for actual freight costs at the time of shipment.

MSW LANDFILL COVER SYSTEM





Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: September 22, 2020
AGENDA ITEM: MSW Cell #9 – Leachate Vault System Repair

SUMMARY:

1. Polk County MSW Landfill (MSW LF) incurred a fire on March 28, 2020. The fire occurred outside of the MSW LF cell itself.
2. The fire was within the HDPE (rigid plastic) leachate system riser and pump station located outside Cell #9 – which serves Cells #9 - #12 – and destroyed the riser. The fire also destroyed the pump and controls which were not within the riser (not in the fire itself).
3. The purpose of the leachate vault is to pump leachate (the water that comes into contact with the waste) out of the cell so it does not overflow which would create environmental contamination and violate the LF permit.
4. Due to the time of year – spring thaw and rains – leachate generation is typically high, and it was imperative to restore basic operations quickly, and bring the system fully back on-line as soon as possible.
5. To bring the system on-line, RJ Zavoral & Sons (Zavoral) was hired on a Time & Material basis to do the work – not to exceed a combined \$145,505.
6. Zavoral was the company intimately familiar with the construction and function of the system, as they installed it originally and installed the concrete leachate vault for Cell #13 which connected to the damaged system.
7. The final cost of the project – including replacement of the burnt HDPE vault with a concrete vault – was \$108,315.88.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve payment to RJ Zavoral & Sons of East Grand Forks, MN for the Phase #9 Leachate Vault project in the amount of \$108,315.88.



Responsive partner.
Exceptional outcomes.

August 28, 2020

Mr. Jon Steiner

Environmental Services Administrator
Polk County Environmental Services
320 Ingersoll
Crookston, MN 56716

RE: Polk County LF – MSW Phase 9 Riser Vault Replacement
R.J. Zavoral and Sons, Inc. Pay Request
Wenck Project #0546-0067

Dear Jon:

Enclosed is the final Payment Requests No. 2 (Material Invoice and Installation Invoice, Total Sum of \$43,662.38) from R.J. Zavoral and Sons, Inc. for the above-referenced project We have reviewed the Pay Estimates and concurs with the pay requests. The total project cost for the project was \$108,315.88. Also, attached are all the material invoices.

If you have any questions or comments, please call us at 701-893-2314. Thank you for the opportunity to be of assistance.

Sincerely,

WENCK ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Marlon Mackowick', with a long horizontal flourish extending to the right.

Marlon Mackowick



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: September 22, 2020
AGENDA ITEM: Environmental Services – Assistant Environmental Services Admin.

SUMMARY:

1. Polk County Environmental Service (ES) currently has an organizational structure utilizing (1) Planning & Zoning Administrator (PZA), (2) Environmental Technicians, (1) Lead Transfer Station Operator and (2) Transfer Station Operators.
2. Polk County Environmental Service (ES) previously had an organizational structure utilizing (1) an Ast ESA, (3) Environmental Technicians, (3) Transfer Station Operators. (Organizational Chart Enclosed)
3. Changes in organizational structure occurred based on operational needs and best utilization of existing staff.
4. With the departure of the Lead Transfer Station Operator, and the operational changes which occurred based on the new Transfer Station in Crookston, a return to the previous organizational structure (Ast ESA) would be preferable.
5. As the Ast ESA organizational structure was previously utilized, all positions have current job descriptions, wage rates and those union positions are accounted for in Union Contracts.
6. Due to that departure, and the current operational demands, it would be preferable to replace the PZA with an Ast ESA.

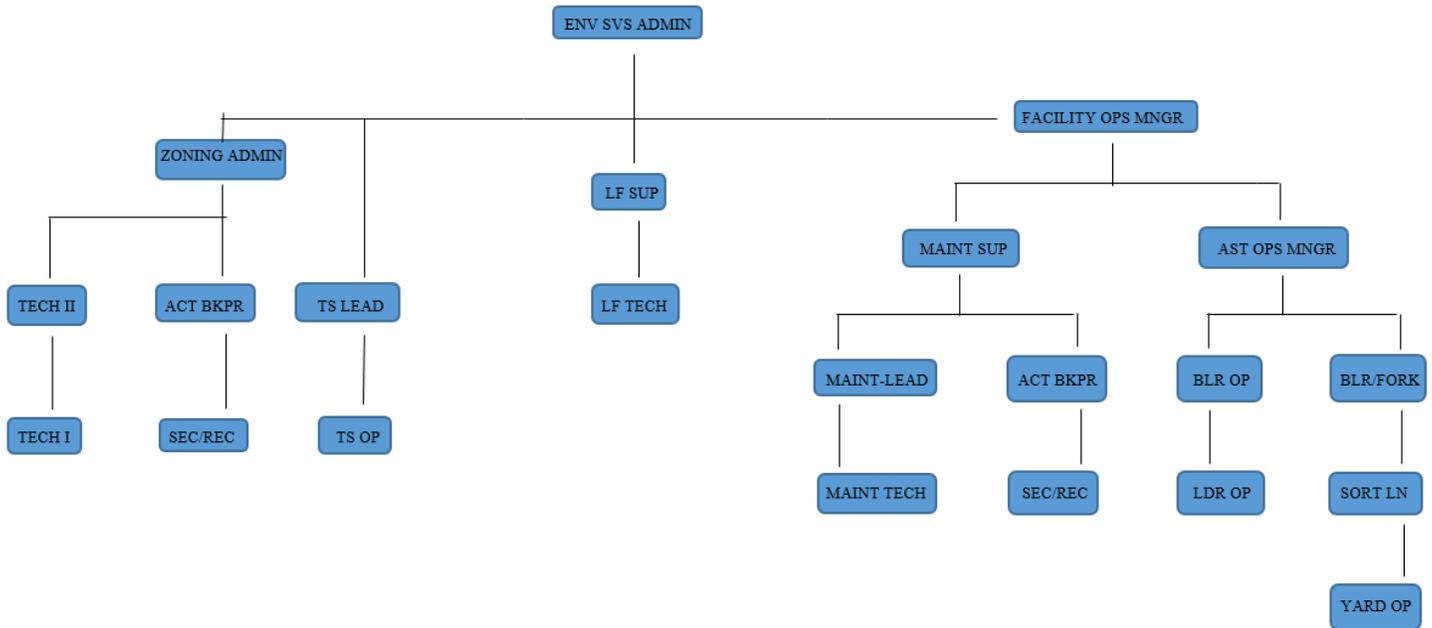
ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action: Approve the organizational structure utilizing an Assistant Environmental Services Administrator, and authorize the filling of that position created.

ENVIRONMENTAL SERVICES CHART OF ORGANIZATION

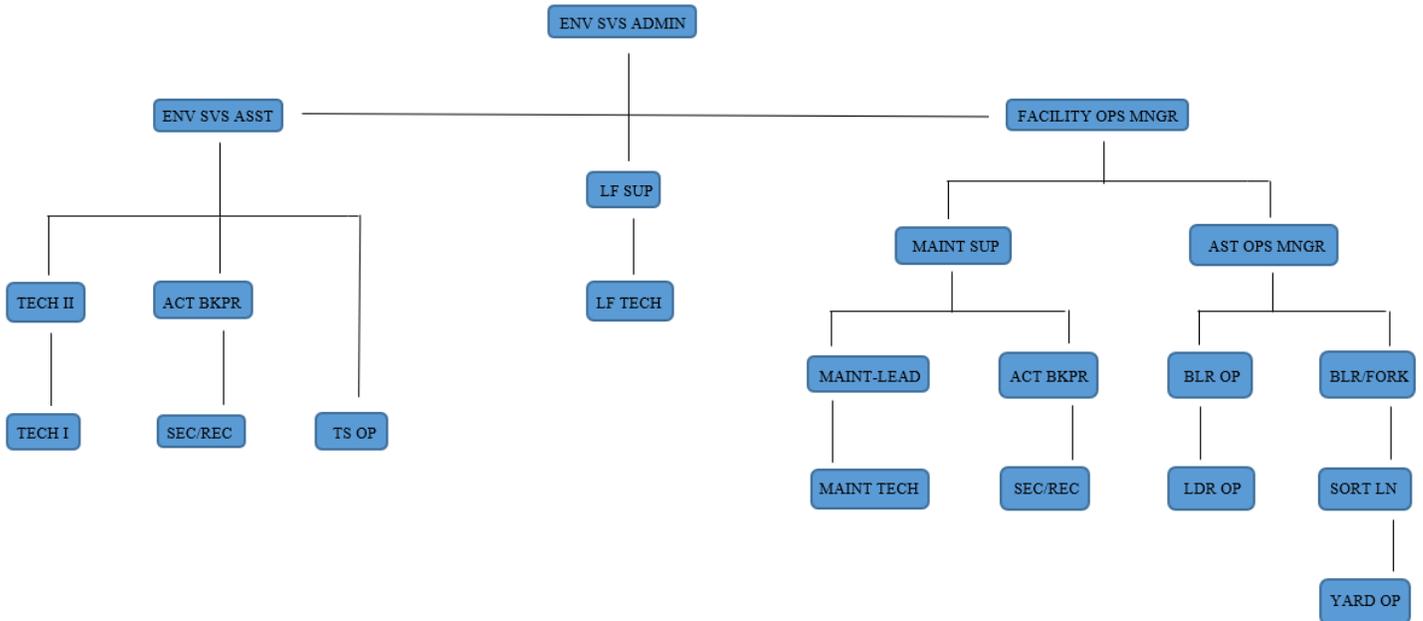
Polk County Environmental Services / Solid Waste Dept

Chart of Organization
Current Structure - CY 2020



Polk County Environmental Services / Solid Waste Dept

Proposed Reorganization – Chart of Organization
CY 2020 Going Forward





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: 09-22-2020

AGENDA ITEM: Design Software Renewal

SUMMARY:

1. Need to renew Civil 3D and AutoCAD which we use to design our roadways on the computer
2. DLT is the company we need to purchase it thru.
3. Cost is for a 3 year period.

ACTION REQUESTED:

Motion by _____ Seconded by _____ to approve purchasing AutoCAD and Civil 3D from DLT at a cost of \$24,845.18



A TECH DATA COMPANY

Price Quotation

Quote: 4876282
Reference: 1557442
Date: 08/19/2020
Expires: 09/18/2020

To: Mr. Rick Thompson
Polk County Highway Dept. (MN)
820 Old Highway 75 South
Crookston, MN 56716

From: Calvin Hardy
DLT Solutions, LLC
2411 Dulles Corner Park
Suite 800
Herndon, VA 20171

Phone: (218) 470-8256
Fax: (218) 281-3976
Email: rthompson@co.polk.mn.us

Phone: (703) 773-1181
Fax: (866) 708-6705
Email: calvin.hardy@dlt.com

| # | DLT Part No. | MFG Part No. | Contract | Qty | Unit Price | Ext. Price |
|----------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|----------|-----|------------|-------------|
| 1 | 9701-0896 | C1RK1-WW1C87-T616 | OM | 2 | \$3,698.03 | \$7,396.06 |
| AutoCAD - including specialized toolsets AD Government Single-user ELD 3-Year Subscription Switched From Multi-User 2:1 Trade-In | | | | | | |
| PoP: 10/12/2020 through 10/11/2023 | | | | | | |
| 2 | 9701-0901 | 237M1-WW5C67-T514 | OM | 4 | \$4,362.28 | \$17,449.12 |
| Civil 3D 2021 Government Single-user ELD 3-Year Subscription Switched From Multi-User 2:1 Trade-In | | | | | | |
| PoP: 10/12/2020 through 10/11/2023 | | | | | | |

Total \$24,845.18

Contract Number: OPEN MARKET
DUNS #: 78-646-8199
Federal ID #: 54-1599882
CAGE Code: 0SOH9
FOB: Destination
Terms: Net 30 (On Approved Credit)
DLT accepts VISA/MC/AMEX

*Price for 3 years
6 civil 3D seats.*

UNLESS CONTROLLED BY AN EXISTING RESELLER PARTNER AGREEMENT OR OTHER WRITTEN CONTRACTUAL AGREEMENT BETWEEN YOU AND DLT, THIS QUOTE AND ANY RESULTING AWARD OR ORDER IS SUBJECT TO THE TERMS AND CONDITIONS POSTED AT [HTTPS://WWW.DLT.COM/PRODUCTS/CLIENT-COMMERCIAL-LICENSES](https://www.dlt.com/products/client-commercial-licenses). THESE TERMS CONTROL THE TERMS OF SALES AS WELL AS THE END USER'S USE OF THE PRODUCTS AND/OR SERVICES INCLUDED IN THIS QUOTE. BUYER IS DIRECTED TO INCORPORATE (BY REFERENCE) THIS QUOTE IN ANY RESULTING AWARD OR ORDER. THE TERMS AND CONDITIONS AT THE ABOVE LINK ARE THE ONLY CONTROLLING TERMS THAT WILL APPLY TO A RESULTING ORDER AND THE USE OF THE PRODUCTS AND/OR SERVICES INCLUDED IN THIS QUOTE. ANY ADDITIONAL OR INCONSISTENT TERMS ON BUYER'S ORDER THAT IN ANY WAY, MODIFY, ALTER OR NEGATE THE TERMS OF SALE OR THE MANUFACTURER'S END USER LICENSE AGREEMENT WILL NOT BE BINDING ON DLT OR ITS MANUFACTURERS AND SHALL NOT APPLY UNLESS SPECIFICALLY AGREED TO IN WRITING BY DLT AND THE MANUFACTURER.

| | | | |
|-------------------------------------|---------------------------------------------------------|-------------|-------------------------------------------|
| PLEASE REMIT PAYMENT TO: | ACH: DLT Solutions, LLC | -OR- | Mail: DLT Solutions, LLC |
| | Bank of America ABA # 111000012 Acct # 4451063799 | | P.O. Box 743359 Atlanta, GA 30374-3359 |



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: 09-22-2020

AGENDA ITEM: County Ditch 72 Maintenance Request

SUMMARY:

1. Need to repair ditch bottom and sloughing.
2. Section 22 of Onstad
3. Cost will be reimbursed by MN from 2020 Spring Runoff Damages.
4. Repair will be done by installing sheet pile and riprap to stabilize the ditch and prevent erosion

ACTION REQUESTED:

Motion by _____ Seconded by _____ to approve the work in CD 72 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: 9/1/20
 Township Name: Onstad

Drainage System No.: C.D. 72
 Section No(s) of requested repair: 22

Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

Description: Repair washed out ditch
Bottom. Install sheet pile and
Class 5 Rock to stabilize the
ditch and prevent more erosion.

The cost will be reimbursed at
75% by MN state from
2020 spring run-off damages.

Ⓕ

| | | | | | |
|----|----|----|---------|----|----|
| 6 | 5 | 4 | 3 | 2 | 1 |
| 7 | 8 | 9 | 10 | 11 | 12 |
| 18 | 17 | 16 | 15 | 14 | 13 |
| 19 | 20 | 21 | X 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 _____
Engineer

Approved

County Board _____
District Commissioner

Approved

Ditch Authority _____
Chairperson

Approved



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: 09-22-2020

AGENDA ITEM: County Ditch 79 Maintenance Request

SUMMARY:

1. Need to repair slope failure.
2. Section 19 of Onstad Township

ACTION REQUESTED:

Motion by _____ Seconded by _____ to approve the work in CD 79 and name Richard Sanders as engineer over the project.

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: 9/1/20
 Township Name: Onstad

Drainage System No.: C.D. 79
 Section No(s) of requested repair: 19

Give a description of the type of maintenance that is requested and draw a layout and location on the township map below.

Description: Repair slope failure
50 Feet long. lay slope back
to 4:1 place spoil on top of
backslope to create small
berm.
B

| | | | | | |
|---------|----|----|----|----|----|
| 6 | 5 | 4 | 3 | 2 | 1 |
| 7 | 8 | 9 | 10 | 11 | 12 |
| 18 | 17 | 16 | 15 | 14 | 13 |
| X 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 _____
Engineer

County Board _____
District Commissioner

Ditch Authority _____
Chairperson

Approved

Approved

Approved

Contract Number: 1317
 Final Pay Request Number: 2

| Project Number | Project Description |
|-----------------|------------------------|
| CP 120-08-1317 | CSAH 8 - Rout and Seal |
| CP 120-18-1318 | CSAH 18 |
| CP 120-20-1319 | CSAH 20 |
| CP 120-206-1323 | CR 206 |
| CP 120-34-1320 | CSAH 34 |
| CP 120-36-1321 | CSAH 36 |
| CP 120-68-1322 | CSAH 68 |

| | |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Contractor: Northwest Asphalt & Maintenance 11560 190th St NE Thief River Falls, MN 56701 | Vendor Number: N/A Up To Date: 09/03/2020 |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------|

| Contract Amount | | Funds Encumbered | |
|-------------------|--------------|------------------|--------------|
| Original Contract | \$125,775.00 | Original | \$125,775.00 |
| Contract Changes | \$0.00 | Additional | N/A |
| Revised Contract | \$125,775.00 | Total | \$125,775.00 |

| Work Certified To Date | |
|------------------------|--------------|
| Base Bid Items | \$140,610.00 |
| Contract Changes | \$ |
| Material On Hand | \$0.00 |
| Total | \$140,610.00 |

| Work Certified This Request | Work Certified To Date | Less Amount Retained | Less Previous Payments | Amount Paid This Request | Total Amount Paid To Date |
|-----------------------------|------------------------|----------------------|------------------------|---------------------------|------------------------------------------------|
| \$0.00 | \$140,610.00 | \$0.00 | \$133,579.50 | \$7,030.50 | \$140,610.00 |
| Percent: Retained: 0% | | | | Percent Complete: 111.79% | |
| | | | | | Amount Paid this Final Pay Request: \$7,030.50 |

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

County/City/Project Engineer

Date

Approved By Northwest Asphalt & Maintenance

Contractor

Date



9-10-20

Contract Number: 1303
 Final Pay Request Number: 3

| Project Number | Project Description |
|-----------------|---------------------|
| SAP 060-599-277 | Box Culvert |

| | |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Contractor: Davidson Construction Inc. 65 State St. Newfolden, MN 56738 | Vendor Number: 0450 Up To Date: 08/24/2020 |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------|

| Contract Amount | | Funds Encumbered | |
|-------------------|--------------|------------------|--------------|
| Original Contract | \$153,228.00 | Original | \$153,228.00 |
| Contract Changes | \$13,700.00 | Additional | N/A |
| Revised Contract | \$166,928.00 | Total | \$153,228.00 |

| Work Certified To Date | |
|------------------------|--------------|
| Base Bid Items | \$155,436.00 |
| Contract Changes | \$13,700.00 |
| Material On Hand | \$0.00 |
| Total | \$169,136.00 |

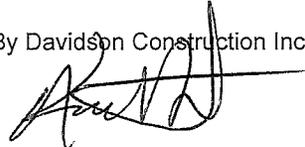
| Work Certified This Request | Work Certified To Date | Less Amount Retained | Less Previous Payments | Amount Paid This Request | Total Amount Paid To Date |
|--------------------------------------------------------|------------------------|----------------------|------------------------|---------------------------|---------------------------|
| \$2,385.00 | \$169,136.00 | \$0.00 | \$158,413.45 | \$10,722.55 | \$169,136.00 |
| Percent: Retained: 0% | | | | Percent Complete: 101.32% | |
| Amount Paid this Final Pay Request: \$10,722.55 | | | | | |

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Approved By Davidson Construction Inc.

County/City/Project Engineer

Contractor 

Date

Date 9-9-20



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

CC: CHUCK WHITING, POLK COUNTY ADMINISTRATOR

FROM: SARAH REESE, PUBLIC HEALTH DIRECTOR

MEETING DATE: September 22, 2020

AGENDA ITEM: Advertisement and Hiring

SUMMARY:

A Clerk Typist II is transferring into a Clerk Typist III role in another Polk County Department. A Public Health Nurse has submitted their resignation.

This is a request for approval of the advertisement and replacement of these positions (Clerk Typist II and Public Health Nurse) and any subsequent vacancies, within Polk County Public Health.

ACTION REQUESTED: Motion to approve advertisement and hiring of a Clerk Typist II and a Public Health Nurse and replace any subsequent vacancies.



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: September 22, 2020

AGENDA ITEM: Resolution 2020-79 Setting 2021 Preliminary Levy

SUMMARY: The Board has until September 30 each year to set the preliminary property tax levy for the next year's budget.

1. Once set, the preliminary levy is used to calculate the maximum property tax levy for notices to each property tax payer for the following year. The Board may lower but not raise the levy from the preliminary levy during the fall as work continues to refine the budget.
2. At the end of the two-day department budget meetings, the Board discussed and appeared to come to the consensus that a 4.938% preliminary levy increase was agreeable, and Resolution 2020-79 is drafted to that affect. As discussed, the final levy objective will be consistent if not lower than past recent levy increases, depending on how budget issues are addressed in the next couple of month.
3. Also in the resolution is setting the public hearing date and time for December 15, 2022 at 6 p.m. in the Transfer Station meeting room. That leaves the December 22 Board meeting as the last meeting of the year to adopt all related budget resolutions.
4. Tuesday's meeting is the last scheduled Board meeting to act on the preliminary levy. Budget work will continue through December, and I will give further budget status updates at the meeting on Tuesday.

ACTION REQUESTED: Consideration of Resolution 2020-79 for setting the 2021 preliminary levy.



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: September 22, 2020

AGENDA ITEM: CARES Funding Status

SUMMARY: The attached list of CARES funds recipients is more specific than what was in the resolution a couple of weeks back, and should be approved by the Board to allow the distribution of funds.

1. The long-term care facilities are listed with their allotments determined by the number of residents.
2. Also listed are the two in home elderly care entities under Polk County Partnerships.
3. The resolution covered the rest of the recipients.
4. This action will allow Administration to process payments rather than wait for Board meeting next month, as the time window for use of these funds is limited.

ACTION REQUESTED: Motion authorizing distribution of CARES funds to the entities listed in the amounts noted.

CARES FUNDS

| PH Partnerships | Contact | Address | City | Alotted Up To: | Returned Signed Agreement | Funds Sent |
|-------------------------------------------------------|------------------------------------------|---------------------------------------|-------------------|------------------------|----------------------------------|------------------------------|
| Northwestern Mental Health Center | Shauna Reitmeier | 603 Bruce St | Crookston | \$ 75,000.00 | | |
| New Americans Integration Center | Abdirisak Duale | 1401 Central Ave NW Ste #3 | East Grand Forks | \$ 10,000.00 | | |
| North Country Food Bank, Inc. | Susie Novak Boelter | 1011 11th Ave NE | East Grand Forks | \$ 100,000.00 | Yes | at PH |
| Tri-Valley Opportunity Council | Jason Carlson | PO Box 607 | Crookston | \$ 100,000.00 | Yes | at PH |
| Inter-County Community Council, Inc. | Catherine Johnson | PO Box 189 | Oklee | \$ 70,000.00 | | |
| Community Health Services, Inc | Leticia Sanchez | 310 S. Main; PO Box 364 | Crookston | \$ 10,000.00 | | |
| Care and Share | Brian Halos | 220 E. 3rd St | Crookston | \$ 10,000.00 | | |
| University of Minnesota Crookston | Tricia Sanders | 108C Selvig Hall; 2900 University Ave | Crookston | \$ 15,000.00 | | |
| Northland Community and Technical College | Jodi Stauss | 2022 Central Ave NE, Office #123 | East Grand Forks | \$ 15,000.00 | | |
| | | | | \$ 405,000.00 | | |
| Schools (up to \$250,000) | Contact | Address | City | Alotted Up To: | | |
| Sacred Heart | Joanne Wilson | 200 3rd St NW | East Grand Forks | \$ 18,354.00 | | |
| Cathedral School | Stephanie Webster | 702 Summit Avenue | Crookston | \$ 2,375.00 | | |
| Our Saviors School | Sandra Trittin | 217 S. Broadway | Crookston | \$ 2,159.00 | | |
| Riverside Christian School | Cindy Waind | 610 2nd Ave. NE | East Grand Forks | \$ 2,807.00 | | |
| Climax-Shelly School | Michael Underwood | 111 E. Broadway; PO Box 67 | Climax | \$ 9,112.00 | | |
| Fosston School | Sue Chase | 301 1st Street East | Fosston | \$ 26,645.00 | | |
| East Grand Forks Schools | Mike Kolness | 1420 4th Ave NW | East Grand Forks | \$ 83,780.00 | Yes | Not yet |
| Fisher School | Evan Hanson | 313 Park Ave | Fisher | \$ 10,840.00 | | |
| Crookston Schools | Jeremy Olson | 402 Fisher Ave | Crookston | \$ 52,902.00 | Yes | Not yet |
| Win-E-Mac School | Randy Bruer | 23130 345th St SE | Erskine | \$ 20,643.00 | | |
| Fertile-Beltrami School | Brian Clarke | 210 South Mill St | Fertile | \$ 20,383.00 | | |
| | | | | \$ 250,000.00 | | |
| LTC Facilities (up to \$120,000) | Contact | Address | City | Alotted Up To: | | Beds/For SR Reference |
| Villa St. Vincent/The Summit | Judy Hulst/Nancy Moser | 516 Walsh Street | Crookston | \$ 16,000.00 | | 104 |
| RiverView Care Center | Kelly Beiswenger | 323 S. Minnesota St | Crookston | \$ 7,000.00 | | 20 |
| First Care Living Center/Prairie Pines Asst'd Living | Marilyn Sundquist/Kevin Gish | 900 Hilligoss Blvd SE | Fosston | \$ 7,000.00 | | 29 |
| Cornerstone Residence | David Mortensen | 115 1st St E | Fosston | \$ 9,000.00 | | |
| Bethany Asst'd Living/Bethany Board and Lodge | Tyler McGlynn | 117 2nd Street NE | Fosston | \$ 7,000.00 | Yes | at PH 17 |
| Edgewood Vista | Sally Kovarik | 608 5th Ave NW | East Grand Forks | \$ 13,000.00 | | |
| Good Samaritan Heritage Grove | Michaun Shetler | 2122 River Rd NW | East Grand Forks | \$ 13,000.00 | | |
| Pioneer Memorial Care Center | Lisa Frey | 23028 347th St SE | Erskine | \$ 13,000.00 | | 60 |
| Country Place Asst'd Living/Cross Roads Asst'd Living | Lisa Frey | 23110 347th Street SE | Erskine | \$ 2,000.00 | | |
| Fair Meadow Nursing Home/Asst'd Living | Angie Leiting | 300 Garfield Av SE | Fertile | \$ 12,000.00 | | 50 |
| McIntosh Senior Living | Sharlene Knutson | 600 Riverside Ave NE | McIntosh | \$ 12,000.00 | | 43 |
| Riverside Board and Lodge | Tyler McGlynn/Cindy Ostena | 240 NE 1st St | McIntosh | \$ 2,000.00 | | 6 |
| Poplar Meadows Senior Living | Becky Boehrsen | 325 Scots Ave SE | McIntosh | \$ 7,000.00 | | 20 |
| | | | | \$ 120,000.00 | | |
| Polk County Partnerships | Contact | Address | City | Alotted Up To | | |
| Tri-County Community Corrections | Andrew Larson | 816 Marin Avenue | Crookston | \$ 100,000.00 | Yes | processing |
| East Polk Soil & Water Conservation District | Rachel Klein | PO Box 57 - 240 Cleveland Avenue | McIntosh | \$ 10,000.00 | | |
| West Polk Soil & Water Conservation District | Nicole Bernd | 528 Strander Avenue | Crookston | \$ 10,000.00 | | |
| Polk County HRA | Charity Brault | 205 Garfield Avenue | Mentor | \$ 140,000.00 | | |
| Polk County DAC | Jo Bittner | 515 5th Avenue South | Crookston | \$ 100,000.00 | Yes | processing |
| East Polk County DAC | Holly Lenex | 326 N. Mark Avenue | Fosston | \$ 25,000.00 | | |
| ODC | Mari Chambers/Stacy McCollum | 1520 Highway 32 South | Thief River Falls | \$ 25,000.00 | Yes | processing |
| Independence Plus | Mickey Kyler | 27885 170th Avenue South | Crookston | \$ 20,000.00 | | |
| Home at Heart | Troy McQuown | PO Box 183 - 221 3rd Avenue SW | Clearbrook | \$ 20,000.00 | | |
| | | | | \$ 450,000.00 | | |
| Small Business Relief | Contact | Address | City | Alotted Up To | | |
| City of Crookston | Angel Weasner | City Hall - 124 N. Broadway | Crookston | \$ 250,000.00 | | |
| City of East Grand Forks | David Murphy, Karla Anderson, Paul Gorte | 600 DeMers Avenue | East Grand Forks | \$ 250,000.00 | | |
| City of Fosston | Cassie Heide | 220 1st Street East | Fosston | \$ 150,000.00 | Yes | processing |
| Rest of County's Cities and Townships | | | | \$ 125,000.00 | | |
| | | | | \$ 775,000.00 | | |
| Grand Total | | | | \$ 2,000,000.00 | | |