

DECEMBER 17, 2019
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., December 17, 2019 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Gerald Jacobson, Commissioner Gary Willhite, Commissioner Joan Lee and Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: Michelle Cote, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the agenda for December 17, 2019 adding No. 6 under Richard Sanders, Highway Engineer.

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 December 17, 2019:

1. Approve Commissioner Warrants: General Revenue Fund, \$62,692.87; Public Works Fund, \$64,281.03; Public Safety Fund, \$35,321.27; Public Health Fund, \$28,688.87; Forfeited Tax Sale Fund, \$74.00; CAP Grant Project, \$1,850.30; Special Assessments (Ditch) Fund, \$14,980.68; Environmental Services Fund, \$17,322.13; Resource Recovery Fund, \$65,755.92; Landfill Fund, \$16,373.30. Per Diems, \$750.00; Meal Reimbursements (without overnight lodging), \$37.02 and Sign Audit List.
2. Approve the December 3, 2019 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$13,837.04 for credit card purchases.
4. Approve and Sign the FY 2020 & 20201 State of MN Board of Water & Soil Resources Natural Resources Block Grant Agreement.
5. Approve payment to Hewlett Packard, Inc., Boston, MA in the amount of \$762.88 for a PC for the MIS Department.
6. Approve payment to King of the Road Trailers, Bemidji, MN in the amount of \$3,824.00 for a trailer for the Sheriff's Office.
7. Approve payment to US Bank Corporate Payment Systems, St. Louis, MO in the amount of \$32.75.
8. Approve payment to Minnesota State Auditor, St. Paul, MN in the amount of \$160.00 for Finance Training.
9. Approve payment to Kiesler's Police Supply Inc., Jeffersonville, IN in the amount of \$1,097.49 for pepperball/nitrogen carts for the Sheriff's Office.

Commissioner Strandell entered the meeting at 9:56 a.m.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Committee Assignments and Committee Appointments
2. Nominate Rae French, Crookston, MN to serve on the Extension Committee:

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to nominate Rae French, Crookston, MN to serve on the Extension Committee for a 3 year term to expire December 31, 2022.

3. Re-appoint Rodger Stordahl to the Marshall & Polk Rural Water System Board of Directors:

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to re-appoint Rodger Stordahl to the Marshall & Polk rural Water System Board of Directors for a 4 year term to expire December 31, 2023.

4. Commissioner Jacobson brought forth that he attended the AMC Annual Conference in St. Cloud, MN. He also attended the Northwestern Mental Health Center meeting where the focus was on the lack of Polk County funding.
5. Commissioner Strandell brought forth that he attended the Tri-County Community Corrections meeting where the discussion was focused on creating a uniform wage grid.
6. Commissioner Diedrich brought forth that he attended the AMC Annual Conference. Discussion was brought forth regarding the regulation of tiling pumps and to the authority and consequences of shutting the pump down. He also attended a Tri-Valley Opportunity Council meeting. Information was brought forth regarding a meeting he had with DNR representative Emily Hutchins and a potential DNR purchase.
7. Commissioner Lee brought forth that she participated in the Extension Committee meeting where upon the conclusion of the meeting evaluations were performed for Extension staff. She also attended the AMC Annual Conference in St. Cloud, MN. During the conference she also attended a meeting with Enbridge regarding their continued tax court case. In addition she also participated in a SCHSAC - State Community Health Services Advisory Committee meeting.
8. Commissioner Willhite brought forth that he attended the Extension meeting. He also attended the AMC Annual Conference in St. Cloud, MN.

SHERIFF

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

1. **Resolution (2019-76) Accepting Financial Donation On Behalf of Polk County Sheriff's Office From Teamsters Local Union No. 320**

**Resolution Accepting Financial Donations On Behalf Of Polk
County Sheriff's Office From Teamsters Local Union No. 320**
RESOLUTION (2019-76)

The following resolution (2019-76) was offered by Commissioner Diedrich:

WHEREAS, Teamsters Local Union No. 320 made a financial donation of \$1,000.00 to support a K-9 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 a K-9 program.

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

The financial donations from Teamsters Local No. 320 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 a K-9 program. This money would be for the purchase of equipment and dog.

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

2. Resolution (2019-77) Accepting Financial Donation On Behalf of Polk County Sheriff's Office From Pine To Prairie Task Force

**Resolution Accepting Financial Donations On Behalf Of Polk
County Sheriff's Office From Pine To Prairie Task Force**
RESOLUTION (2019-77)

The following resolution (2019-77) was offered by Commissioner Lee:

WHEREAS, Pine To Prairie Task Force made a financial donation of \$2,500.00 to support a K-9 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 a K-9 program.

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

The financial donations from Pine To Prairie 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 a K-9 program. This money would be for the purchase of equipment and dog.

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

3. Resolution (2019-78) Accepting Financial Donation On Behalf of Polk County Sheriff's Office From Walmart Foundation

**Resolution Accepting Financial Donations On Behalf Of Polk
County Sheriff's Office From The Walmart Foundation**
RESOLUTION (2019-78)

The following resolution (2019-78) was offered by Commissioner Jacobson:

WHEREAS, The Walmart Foundation made a financial donation of \$2,500.00 for Shop with a First Responder.

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 to be used for Shop with a First Responder.

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

The financial donations from the Walmart Foundation 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 a K-9 program. This money would be for the Shop with a First Responder.

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

4. Monthly Sheriff Reports/November

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

TAX PAYER SERVICE CENTER/FINANCE

Sam Melbye, Tax Payer Service Center Supervisor and Ron Denison, Finance Director came before the Board with matters pertaining to their departments:

1. Distribution of Bond Fund Surplus to Red Lake Watershed District & Sand Hill River Watershed District

Discussion along with handouts were presented to the Board regarding payment to Red Lake Watershed of surplus bond funds for Project #134 and #135 (2000) and to Sand Hill River Watershed of surplus bond funds for Project #12 (1997 & 1998).

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the distribution of surplus bond funds to Red Lake Watershed District and Sand Hill River Watershed as presented. (Handouts on file in the Administrator's Office)

PLANNING AND ZONING

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

1. Resolution (2019-80) Conditional Use Permit For Andrew & Leanne Beavis To Hook A New Septic System To A New Accessory Structure

Resolution (2019-80) was offered by Commissioner Jacobson seconded by Commissioner Lee and adopted upon the following vote: YEAS: Lee, Diedrich, Strandell, Willhite and Jacobson. NAYS: None. (See Resolution (2019-80) on file in the Administrator's Office.)

2. Tax Forfeit Demolition Project No. 82.01248.00

Discussion regarding the demolition bid and the payment of the project (removal of a 1 ½ story home with a basement located at 705 Ash Street South, Crookston, MN – Project No. 82.01248.00) to Lyle Wilkens, Inc., Crookston, MN who was the low bidder at the cost of \$7,974.00 - \$1,674.54 penalty fee (1% per day for 21 days) and holding of 20% of the remainder until final grading is completed in the spring of 2020.

PUBLIC HEARING – 2020 FIVE YEAR CAPITAL IMPROVEMENTS PLAN

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to the Capital Improvements Plan:

1. Review of CIP

The 2020 Five Year Capital Improvements Plan was discussed and presented to the Board. (Plan on file in the Administrator’s Office)

2. Open Public Hearing

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to open the public hearing at 11:00 a.m. No comments were given by members of the public.

3. Close the Public Hearing

The Chair extended and held open the Public Hearing until January 7, 2020 Board meeting due to Public Hearing publication not meeting minimum 14 day requirement.

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

Emily Hutchins, Certified Wildlife Biologist-Area Wildlife Manager and Matt Morin, DNR along with landowner Jeffrey Steer, Warren, MN came before the Board with matters pertaining to MN DNR:

1. Landowner Inquiry to Sell Land to the State

Discussion along with handouts were presented to the Board regarding Jeffrey Steer selling land to the State located in Section 12 of Brandt Township. (Handouts on file in the Administrator’s Office). Further discussion is to be held at the January 7, 2020 meeting.

SOCIAL SERVICES

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

1. Agreement with Altru Health Systems

The Polk County Social Services Purchase of Services Agreement between Polk County Social Services and Altru Health System, Grand Forks, ND for a period of January 1, 2020 to December 31, 2021 was discussed and presented the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Purchase of Services Agreement with Altru Health Systems as presented. (Agreement on file in the Administrator’s Office)

2. Child Support Cooperative Agreement for 2020 – 2021

The State of Minnesota – County Child Support Program Interagency Cooperative Agreement for CY 2020-2021 between Minnesota Department of Human Services, Child Support Division and Polk County for a period of January 1, 2020 through

December 31, 2021 was discussed and presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the 2020-2021 Child Support Cooperative Agreement as presented. (Agreement on file in the Administrator's Office)

3. Contact with Northwest Mental Health Center

The Purchase of Services Agreement between the Northwestern Mental Health Center, Inc., and Polk County Social Services for a period from January 1, 2020 through December 31, 2020 was discussed and presented to the Board. No action was taken.

4. Contract for Personal Money Management

The Polk County Social Services Agency Purchase of Service and Host County Contract between Polk County Social Services and Personal Money Management, Crookston for a period of January 1, 2020 through December 31, 2020 was discussed and presented to the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Purchase of Service and Host County Contract as presented to the Board. (Contract on file in the Administrator's Office)

HIGHWAY

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

1. One 2020 Forklift

A motion was made by Commissioner Willhite seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the quote to Forklifts of North Dakota, Fargo ND in the amount of \$25,275.00 for one 2020 Clark Forklift.

2. One 15' Shulte Model FX1800 Flex Wing Rotary Mower

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the quote to Ironhide Equipment, Grand Forks, ND in the amount of \$20,800.00 for one 15' Shulte Model FX1800 Flex Wing Rotary Mower.

3. Polk County Facilities Snow Removal – Crookston

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to award the Polk County Facilities Snow Removal in Crookston (November 1, 2019 – December 31, 2022) quote to Total Lawn Care, Crookston, MN in the amount of \$445.00 per event.

4. 2020 Diesel Fuel Quotes

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the 2020 Diesel Fuel quote to Farstad Oil, West Fargo, ND.

5. Out of State Travel

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to allow Richard Sanders, Polk County Highway Engineer to travel out of state in 2020 as per the list presented to the Board. (List on file in the Administrator's Office)

6. East Grand Forks Human Service Center Snow Removal.

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award the East Grand Forks Human

Services Building in East Grand Forks (November 1, 2019 – December 31, 2022) quote to A+ Yard & Snow LLC, Grand Forks, ND in the amount of \$190.00 maximum per event.

ENVIRONMENTAL SERVICES

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

1. Crookston Transfer Station – Change Order

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve Change Order PCCO #36 to Nor-Son Inc., Baxter, MN in the amount of \$11,102.11 for the credits for grading, asphalt patch and utilities.

2. Crookston Transfer Station – Settlement Agreement

A motion was made by Commissioner Willhite seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Settlement Agreement between Polk County and Nor-Son and authorize the Chair of the Board to sign said Settlement Agreement as presented. (Agreement on file in the Administrator's Office)

3. Crookston Transfer Station – Release of Retainage

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the release of the revised retainage amount of \$54,097.18 to Nor-Son Inc., Baxter, MN to serve as payment in full for the Crookston Transfer Station Project.

4. 2020 Polk County Haulers License

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2020 Polk County Haulers License applications for the following: (1) Alternative Sanitation, (2) Al's Disposal, (3) Beltrami County (4) Countrywide Sanitation, (5) City of Crookston, (6) City of Fosston, (7) Fuch's Sanitation, (8) Hagen Trucking, (9) Hubbard County, (10) Lene's Sand & Gravel, (11) Les's Sanitation, (12) Listrom's Disposal, (13) Regional Sanitation, (14) Spicer Trucking, (15) Stuhaug Sanitation, (16) TC Lighting, (17) Tipton Grease, and (18) Waste Mgmt Inc (ND).

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to do a conditional approval of the 2020 Polk County Haulers License applications – pending receipt of applications and/or missing items – for the following: (1) Anderson's Disposal, (2) Dukek Logging, (3) TK Outdoors, (4) Waste Mgmt Inc. (MN), (5) Visser Excavation and (6) White Earth Sanitation.

5. Solid Waste Program Updates

A general update was given to the Board regarding the projects and permits for the Transfer Station, Landfill and the Resource Recovery Facility.

ASSESSOR

Mark Landsverk, Polk County Assessor came before the Board with matters pertaining to his department:

1. Statutory Board Notification Of Changes

Discussion along with handouts were presented to the Board regarding Clerical Changes and Notification of Changes to the 2019 Assessment to fulfill statutory requirements. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to acknowledge receipt of the Clerical Changes and Notification of Changes to the 2019 Assessment. (Handouts on file in the Administrator's Office)

2. Abatement Requests

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the following abatements:

Name/Address	Parcel #/Legal Description	Amount of Tax Reduction	Reason
MICHAEL & CAROL BEDNEY 720 2ND AVE NE EAST GRAND FORKS MN 56721	83.00255.00 Traills Add Lots 6 & 8 Blk 10 EGF City	\$2,048.00	Veteran's Exclusion Not received, had Not applied

MIS DEPARTMENT

Evan Bruggeman, Polk County Network Administrator came before the Board with matters pertaining to the MIS Department:

1. Approval of Cisco Core Network Chassis Upgrade for Mission Critical Network Infrastructure Replacement

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the quote from Morris Electronics, Morris, MN in the amount of \$71,308.31 for the replacement of the Cisco Core 9410 Chassis to be purchased in 2019 for the MIS Department. (Including all hardware along with maintenance and support for one year).

PROPERTY RECORDS

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

1. Lease for Extension – McIntosh

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize signing the Bjella Building Space Lease between Polk County University of Minnesota Extension Services (Tenant) and the City of McIntosh (Lessor) beginning on January 1, 2020 and ending on December 31, 2020 by the Polk County Chair of the County Board and the Polk County Administrator. (Lease on file in the Administrator's Office)

2. Resolution (2019-79) Supporting The Crookston Driftbusters And The Sandhill Snowcruisers Snowmobile Clubs

**Resolution Sponsoring The Crookston Driftbusters And The
Sandhill Snowcruisers Snowmobile Clubs
RESOLUTION (2019-79)**

The following resolution (2019-79) was offered by Commissioner Jacobson:

BE IT RESOLVED, That the County of Polk agrees to act as the legal sponsor for funding to the State of Minnesota Department of Natural Resources for the Crookston Driftbusters and the Sandhill Snowcruisers Snowmobile Clubs and Trails.

BE IT FURTHER RESOLVED, That upon approval of its application by the state, the County of Polk may enter into an agreement with the State of Minnesota and will comply with all applicable federal and state laws and regulations and conditions as stated in the agreement.

BE IT FURTHER RESOLVED, That the County of Polk hereby agrees to serve as the fiscal agent for the Crookston Driftbusters and Sandhill Snowcruisers Snowmobile Clubs and Trails and authorized the assignee to sign all related documents on behalf of Polk County.

This resolution carries forward for three years unless rescinded by this Board covering the years 2020-2022.

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

3. Tobacco License

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the following Tobacco Licenses for the period of January 1, 2020 to December 31, 2020 as presented to the Board of which the renewal applications and payments have been received.

(See next page)

CITY OR TWP	TOBACCO VENDOR	OWNER/CONTACT	APPLICATION & PAID FOR 2020	
Climax City	The Corner Bar & Café	Jennifer Nesvig, Owner	Application:	yes
	101 W. Broadway		Payment:	yes
	P.O. BOX 146			
	Climax, MN 56523-0146			
	218-857-3525			
	Stortroen Convenience LLC	Shanna Stortroen, Owner	Application:	yes
	P.O. BOX 7		Payment:	yes
	102 E. Broadway			
	Climax, Mn 56523-0007			
	218-857-2365			
Fisher City	Farmers Coop Fuel	Andrea J. Marschall, General Manager	Application:	yes
	Fisher C Store		Payment:	yes
	P.O. BOX 154 /305 N. 4 th ST			
	Fisher, MN 56723			
	218-891-2345			
Garfield Township	Dollar General Corporation	Katie Durham, Licensing Specialist	Application:	yes
	11040 430th St Sw	100 Mission Ridge, Goodlettsville, TN 37072	Payment:	yes
	Fertile, MN 56540	615-855-4000		
Knute Township	Dean's Bulk Service	Ryan Tonsfeldt, CEO	Application:	yes
	Win-E-Mac Travel Center	19217 HWY 34	Payment:	yes
	22848 347 th ST SE	Barnesville, MN 56514		
	Erskine, MN 56535			
	218-687-3887 ext. 3			
Lengby City	The Clinic of Lengby Inc	The Clinic of Lengby, Inc	Application:	yes
	102 East 2nd Street	Jennifer Godtland, Pres	Payment:	yes
	Lengby, MN 56651	414 East Lillo St		
	218-668-2688	Lengby, MN 56651		
Mentor City	Mentor Municipal Liquor Stor	City of Mentor	Application:	yes
	P.O. BOX 177	Lisa Schaumberg, Clerk-Treasurer	Payment:	yes
	201 Garfield Avenue North			
	Mentor, MN 56736			
	218-637-2911			
	Mentor C Store	Amy Motteberg	Application:	yes
	32 County 12 North	P.O. Box 27	Payment:	yes
	Mentor, Mn 56736	Fertile, MN 56540		
	218-637-0300			

ADMINISTRATION

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

1. Adoption of 2020 through 2024 Five Year Capital Improvement Plan for Capital Improvement Financing Purposes

Discussion was held with the Board regarding the 2020 through 2024 Five Year Capital Improvement Plan. No action was taken pending the completion of the public hearing at the January 7, 2020 Board meeting.

2. 2020 Budget Approval

a. Resolution (2019-81) Setting the 2020 Net Levy

Setting the 2020 Net Levy
RESOLUTION (2019-81)

The following resolution (2019-81) was offered by Commissioner Jacobson:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the statement of expenses and anticipated receipts on file in the office of the County Administrator, for year 2020, be and they hereby are approved and accepted by this Board as the budget for Polk County for the year 2020 and that the following dollar amount be and the same is hereby levied on the taxable property in Polk County for year 2019, payable 2020:

<u>FUND</u>	<u>NET LEVY</u>
General Revenue	\$22,453,251
Library	\$ 274,020
Bond Redemption	<u>\$ 1,572,700</u>
TOTAL	\$24,299,971

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

b. Resolution (2019-82) Adopting the 2020 Budget

Adopting the 2020 Budget
RESOLUTION (2019-82)

The following resolution (2019-82) was offered by Commissioner Willhite:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the proposed statement of expenses and anticipated receipts on file in the office of the County Administrator for 2020 be and they hereby are accepted by this Board as the budget for Polk County for the year 2020. The budget dated 12-17-19 on file in the office of the Polk County Administrator's Office, signed by the Polk County Chairman of the Board, shall be the official budget of Polk County for 2020 and is adopted at the fund level.

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

c. Resolution (2019-83) Setting 2020 Commissioner Salary/Per Diem/Meeting List

Setting 2020 Commissioner Salary/Per Diem/Meeting List
RESOLUTION (2019-83)

The following resolution (2019-83) was offered by Commissioner Jacobson:

WHEREAS, It is the duty of the County Board of Commissioners to set their salaries and per diem for committee work pursuant to M.S. Chapter 375.055.

NOW THEREFORE BE IT RESOLVED, That the salary of each County Commissioner for 2020 be and hereby is set at \$32,209.06, and each shall be afforded the standard full time equivalent employee cafeteria plan for benefits.

BE IT FURTHER RESOLVED, That the per diem for Commissioners be set for 2020 at \$75.00, the same as 2019, per meeting for the following committees and/or meetings:

- i. Board Assignment: Board assignments as approved at the annual Board business meeting (first meeting of the year)
- ii. District Representations: Commissioner district meetings that may involve a county interest for representation by a commissioner
- iii. Board/Commissioner Discretion: Meetings at which a commissioner represents him/herself as a County Commissioner, attends or participates as a County Commissioner at the commissioner's discretion

A list of meetings that fall under these three per diem eligible meetings is attached as "Attachment A". Attendance at a meeting not on this list but falling under one of the three eligible types of per diem meetings will be eligible for a per diem.

ATTACHEMENT A

BOARD ASSIGNMENTS

Extension Committee
Forfeited Land Tax Sale, Appraisals & other forfeited property issues
Planning and Zoning Commission meetings/Land use
County Board of Health
Law Library meetings
Solid Waste Committees
Negotiations/Salary/Personnel Interview Committees

Building Committees
Retired Senior Volunteer Program Committee
MN Rural Counties Caucus (MRCC)
Metropolitan Planning Organization (MPO)
Lake Agassiz Regional Library Meetings (LARL)
Red Lake River Corridor
Municipal Contract Police Advisory Board
Park Committee meetings
Public Safety Committee meetings
City of Fosston Law Enforcement Committee Agreement
Drug Task Force
Housing and Redevelopment Authority (HRA)
Household Hazardous Waste (HHW)
NW Emergency Communications Board
AAA Dancing Sky Meetings
Tri-Valley Meetings
Polk-Norman-Mahnomen/CHB (Health Meetings)
Public Works Committee
Inter-County Community Council Meetings
Solid Waste Advisory Committee meetings
Polk, Norman, Clay Agassiz Trail Advisory Committee meetings
One Watershed, One Plan Committee meetings
Finance and Budget Committee meeting
Radio Board Meetings
Emergency Management Meetings
Public Health Meetings
AIS Meetings

DISTRICT REPRESENTATIONS

Water Study & Planning Committee/Joint Powers Comprehensive Local Water Planning
Drainage/Watersheds and County Ditch Meetings & Hearings
Joint ND/MN Six County Red River Study Group
Soil and Water Conservation District Managers meetings
Flood/Water Management Committees
County-Township Officer Meetings
Wetland Mitigation Meetings
Tilden/Vesledahl/Nature Conservancy/Glacial Ridge National Wildlife Refuge
Citizen Advisory Committee/Watershed Districts
Municipal Airport Commissions
Bridge Meetings

BOARD/COMMISSIONER DISCRETION

State Community Health Services Advisory Committee
Polk County Community Health Services Advisory Committee

Community action program meetings
AMC Committees
Minnesota Social Services Administration (MSSA)
Local City Council, Township and School Board Meetings
Intergovernmental Meetings
Polk County Family Service Children's Mental Health Collaborative
Board Testimony at Legislature
Transportation Advisory Committee
Polk County Social Service Provider Meeting
Development Achievement Center
Annexing Meetings
Union Lake Sarah Meetings
Maple Lake Improvement District
Polk County Senior Providers Meeting
Minnesota USA Snowmobile
Fire Department Meetings
Commissioner Training Meetings
Buffer Meetings
Department of Natural Resources (DNR) Meetings
Brain Gain – Rural Narrative Meetings
Legislative Conferences & Legislative Staff Meetings
Water Resource Advisory Committee Meetings
Enbridge & Line 3 & Pipeline Meetings
Farm Forum Meetings
Town Hall Meetings
Dispatcher Meetings
River Tours Meetings
Opioid Meetings
Rotary Speakers Meetings
Leadership Summit/Leadership Meetings
Polk County Fair Meetings/Livestock Meetings
MN CAP Meetings

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

d. Resolution (2019-84) Setting 2020 Wage Grid for the County Administrator, Department Heads, and other Non-Union Personnel, and Approving New Positions and Position Changes Effective in the 2020 Budget

**Setting 2020 Wage Grid for the County Administrator,
Department Heads, Non-Union and Social Services Personnel, and Approving
New Positions and Position Changes Effective in the 2020 Budget**
RESOLUTION (2019-84)

The following resolution (2019-84) was offered by Commissioner Lee:

WHEREAS, The Polk County Board of Commissioners has approved the 2020 budget and commits to collective bargaining agreements for 2020 represented employees' compensation; and

WHEREAS, The Board is responsible for setting wages and benefits for non-represented positions.

THEREFORE BE IT RESOLVED, That Polk County Board of Commissioners sets annual wages for the County Administrator, Department Heads, and other non-represented positions effective January 1, 2020 according to the following hourly rate wage grid and administered by the County Administrator. The County Attorney and County Sheriff wages are not set by this grid:

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	12.31	12.69	13.08	13.48	13.90	14.32	14.75	15.19	15.64
2	13.04	13.45	13.86	14.29	14.73	15.18	15.63	16.10	16.58
3	13.83	14.25	14.70	15.15	15.62	16.09	16.57	17.07	17.58
4	14.66	15.11	15.58	16.06	16.56	17.05	17.56	18.09	18.63
5	15.54	16.02	16.51	17.02	17.55	18.07	18.62	19.18	19.75
6	16.47	16.98	17.50	18.04	18.60	19.16	19.73	20.33	20.94
7	17.46	18.00	18.55	19.13	19.72	20.31	20.92	21.55	22.19
8	18.50	19.08	19.67	20.27	20.90	21.53	22.17	22.84	23.52
9	19.61	20.22	20.85	21.49	22.15	22.82	23.50	24.21	24.94
10	20.79	21.43	22.10	22.78	23.48	24.19	24.91	25.66	26.43
11	22.04	22.72	23.42	24.15	24.89	25.64	26.41	27.20	28.02
12	23.36	24.08	24.83	25.59	26.39	27.18	27.99	28.83	29.70
13	24.76	25.53	26.32	27.13	27.97	28.81	29.67	30.56	31.48
14	26.25	27.06	27.90	28.76	29.65	30.54	31.45	32.40	33.37
15	27.82	28.68	29.57	30.48	31.43	32.37	33.34	34.34	35.37
16	29.49	30.40	31.34	32.31	33.31	34.31	35.34	36.40	37.49
17	31.26	32.23	33.22	34.25	35.31	36.37	37.46	38.59	39.74
18	33.14	34.16	35.22	36.31	37.43	38.55	39.71	40.90	42.13
19	35.12	36.21	37.33	38.49	39.68	40.87	42.09	43.35	44.65
20	37.23	38.38	39.57	40.79	42.06	43.32	44.62	45.96	47.33
21	39.47	40.69	41.94	43.24	44.58	45.92	47.29	48.71	50.17
22	41.83	43.13	44.46	45.84	47.25	48.67	50.13	51.64	53.18
23	44.34	45.72	47.13	48.59	50.09	51.59	53.14	54.73	56.38
24	47.00	48.46	49.96	51.50	53.09	54.69	56.33	58.02	59.76
25	49.82	51.37	52.95	54.59	56.28	57.97	59.71	61.50	63.34
26	52.81	54.45	56.13	57.87	59.66	61.45	63.29	65.19	67.14

BE IT FURTHER RESOLVED, That the following positions are new, added or changed in the 2020 budget, effective as of date noted and when the position is filled:

Department	New Position or Revised Position Title	Grade	New/Added/Replaces/Grade Change	Effective Date	Exempt/Nonexempt	Union
Taxpayer Service Center	Clerical Scanner	5	4 positions, upgraded from temp to part time	1/1/2020	Nonexempt	AFSCME
Public Health	Wellness Coordinator	6	Additional position, grant fund for 3 years	1/1/2020	Nonexempt	AFSCME
Facilities	Custodian	5	Added 1 position	1/1/2020	Nonexempt	AFSCME

BE IT FURTHER RESOLVED, That the grades for non-represented positions are assigned as below and administered by the County Administrator:

Grade	Position Title
4	Jury Attendant
5	Office Support Specialist
6	Evidence & Property Technician
7	Support Enforcement Aide
9	Accounting Technician (SS), Case Aide, Eligibility Worker, Family Based Service Provider
10	Child Support Officer, Victim Assistance Specialist
11	Lead Eligibility Worker, Office Manager - (CAO), Office & Support Services Manager (SO)
12	Assistant Facilities Manager
13	Assistant Facility Operations Manager (SW), HR Generalist, Social Worker, TPSC Supervisor/Tax Systems Administrator
14	Child Support Supervisor I, Financial Assistance Supervisor I, Landfill Supervisor, Maintenance Supervisor (SW), Planning & Zoning Administrator/Environmental Specialist
14	Social Worker (CPS), Support Services Supervisor, Veteran Services Office
15	Financial Assistance Supervisor II, Highway Maintenance Superintendent, Fiscal Supervisor I
16	Emergency Manager/Ditch/Ag. Inspector, Office & Support Services Supervisor
17	County Assessor, Facilities Management Director
17	Facilities Operations Manager (SW), Social Services Supervisor, Systems Administrator (MIS)
18	Human Resources Director
19	Management Information Systems Director
20	Assistant County Attorney, Chief Deputy, Construction Engineer, Finance Director, Public Health Director
22	Director of Property Tax Records, Environmental Services Director, First Assistant County Attorney
23	Social Services Director
24	County Engineer
26	County Administrator

BE IT FURTHER RESOLVED, That the Board sets the compensation of the County Administrator at Step 9, Grade 26 of the 2020 Wage Grid, equivalent to \$140,725.44 annually; and

BE IT FURTHER RESOLVED, That the Board sets the compensation of the County Attorney at \$132,760.64, equivalent to Step 9, Grade 25 of the 2020 Wage Grid; and

BE IT FURTHER RESOLVED, That the Board sets the compensation of the County Sheriff at \$114,714.08, equivalent to Step 8, Grade 23 of the 2020 Wage Grid; and

BE IT FURTHER RESOLVED, That the Board sets the County's 2020 non-represented employee cafeteria plan contribution at \$1,100 per month.

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

3. Authorization to Seek Bids for East Grand Forks Human Services Building Remodeling

Discussion along with handouts and the floor plan for the East Grand Forks Human

Services Building in East Grand Forks was presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to authorize going out for bids for the remodeling of the Human Services Building in East Grand Forks, MN.

4. Designation of Depositories

Minnesota law requires the governing body of each government entity to designate one or more financial institutions as a depository for its public funds (M.S. 118A.02). A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the following list of designated depositories for Polk County: Bremer Bank, Northern Sky Bank (former Crookston National), Ultima Bank Minnesota, Red River State Bank of Fertile (former First State), Northern State Bank of Gonvick, Security State Bank of Oklee, American State Bank of Erskine, First National Bank of Fosston/Bagley, First National Bank of McIntosh, Frandsen Bank & Trust of East Grand Forks, Unity Bank North of Mentor/Red Lake Falls, and The Minnesota Association of Governments Investing For Counties (MAGIC).

5. Electronic Funds Transfer Authorization

Minnesota law allows the governing body of each local government to designate one or more individuals that will be allowed to initiate electronic funds transfer (EFTs) with County funds. (M.S. 471.38 subd. 3A) A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve Ron Denison, Finance Director and Arla Meyer, Accounting Officer as designated EFT initiators for Polk County.

6. Approval of 2020 Board Meeting Dates

The 2020 Board meeting dates schedule was presented and discussed with the Board. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2020 Board meeting dates as presented with the addition of adding a special meeting on September 16, 2020 at 8:00 a.m. (Handout on file in the Administrator's Office).

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 12/20/2019

APPROVED 12/17/2019

(See next page)

<u>Vendor Name</u>	<u>Amount</u>
A & S Llc	21,055.00
Ameripride Linen & Apparel Service	2,123.78
Bertils Gravel & Excavation Llc	2,880.25
Brink Lawyers	13,064.55
Church & Dwight Co Inc	9,317.64
Climate Makers	6,596.97
Crookston Fuel Company	4,765.84
Crookston Times	3,054.43
Everbridge Inc	12,464.00
Ferguson Enterprise Inc 3093	2,438.19
GP Excavating LLC	7,475.00
Higher Ground	2,295.00
HN Quality Plumbing Inc	3,092.33
Johnson Controls Fire Protection LP	2,170.27
Johnson/Travis	8,300.00
Lenes Sand & Gravel Inc	30,710.27
LUFF INDUSTRIES LTD	6,869.27
M R Sign Company	2,485.33
MCCC MI 33	10,820.00
MEBulbs	2,000.04
Northdale Oil Inc	2,109.00
Pemberton Law PLLP	9,544.09
Polk County Highway Department	7,171.02
Pro West & Associates Inc	3,783.14
Streicher's	3,184.25
TheraCom LLC	5,496.45
Todd's Tire Service Inc	2,226.39
Urt Llc	7,139.20
US Bank Voyager Fleet Sys	4,710.97
Widseth Smith Nolting & Assoc	2,600.00
265 Payments less than 2000	105,397.70
Final Total:	307,340.37

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 7, 2020.

Warren Strandell, Chair

ATTEST:

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