

****Revised**
POLK COUNTY BOARD
MEETING LOCATION: GOVERNMENT CENTER, CROOKSTON, MN
COMMISSIONERS ROOM
AGENDA
MARCH 24, 2020

8:00 A.M. **MEETING OPEN/CONVENE**
CALL TO ORDER

REVIEWAL & APPROVAL OF THE AGENDA

CONSENT AGENDA

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

COUNTY BOARD MEMBERS ISSUE FORUM

8:30 **JIM TADMAN - SHERIFF**

1. Purchase Of New Emergency Management/Command Trailer
2. Resolution (2020-32) Accepting Financial Donations On Behalf Of The Polk County Sheriff's Office From The City Of Climax In Memory Of Gary Letness
3. Resolution (2020-33) Accepting Financial Donations On Behalf Of The Polk County Sheriff's Office From Kustom Kollision, LLC, Crookston, MN
4. Monthly Sheriff Reports

8:50 **JON STEINER – ENVIRONMENTAL SERVICES**

1. Tire Recycling Contract 2020
2. 2020 Score Resolution
3. Landfill Expansion – Wetland Replacement
 - a. Addenda 1 & 2
4. *Amendment #01 – CY 2020 – CY 2022 Polk County Roll-Off Hauling Contract

9:10 **RICHARD SANDERS - HIGHWAY**

1. New or Low Hour Used Motor Grader
2. Radios For Highway Department
3. SP 060-621-014 CSAH 21 from TH 220 to TH 75
4. SP 060-601-061 CSAH 1 from CSAH 10 to TH 59 & SP 060-616-010 CSAH 16 from TH 75 to CSAH 9
5. SAP 060-620-018 CSAH 20 from CSAH 19 to CSAH 21

9:30 **CHUCK WHITING - ADMINISTRATOR**

1. Resolution (2020-34) Declaring A State Of Emergency (COVID-19)
2. **Resolution (2020-35) Restricting Public Access To County Buildings During The Novel Coronavirus Outbreak Of 2020
3. Discussion of Future County Board Meetings and Public Access

10:00 **SARAH REESE – PUBLIC HEALTH DIRECTOR**

1. COVID-19 Update

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.

MARCH 17, 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., March 17, 2020 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Gerald Jacobson, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee and Commissioner Don Diedrich and Charles S. Whiting, County Administrator, Clerk of the Board. Others present: 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 revised agenda adding No. 5 under the consent agenda and removing MNDOT for March 17, 2020.

REVISED CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the consent agenda for March 17, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, \$150,277.93; Public Works Fund, \$82,964.09; Public Safety Fund, \$30,526.80; Public Health Fund, \$21,523.77; Forfeited Tax Sale Fund, \$100.00; CAP Grant Project, \$1,376.00; Environmental Services Fund, \$13,339.04; Resource Recovery Fund, \$116,454.10; Landfill Fund, \$31,284.10; Per Diems, \$1,650.00; Meal Reimbursements (without overnight lodging), \$224.60 and Sign Audit List.
2. Approve the February 4, February 18, February 25 and March 3, 2020 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$14,622.89 for credit card purchases.
4. Approve payment to Hewlett Packard, Inc., Boston, MA in the amount of \$5,271.82 for docking stations, monitors and laptops for the MIS Department.
5. *Approve payment to US Bank, St. Louis MO in the amount of \$140,687.38 for procurement card purchases.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended a Maple Lake Improvement Association meeting regarding large boat canopy covers. He also participated in a subcommittee meeting for Northwestern Mental Health Center focused on outreach and promotion. In addition he participated in the Land of the Dancing Sky Agency on Aging meeting where the focus was getting food to seniors during the COVID 19 crisis.
2. Commissioner Strandell brought forth that he participated in a meeting with East Grand Forks officials regarding the closing of City buildings to the public. He also participated in the Tri-County Community Corrections meeting. In addition he attended the Northwest Regional Development Commission and Radio Board meeting.
3. Commissioner Willhite brought forth that he participated in the Tri-Valley Opportunity Council meeting.
4. Commissioner Lee brought forth that she participated in a Solid Waste Advisory Board meeting.

5. Commissioner Diedrich brought forth that he participated in a Tri-Valley Opportunity Council meeting where the financial audit was the focus. In addition he attended a MCIT meeting where the COVID 19 virus was the focus.
6. The Polk County Township Association meeting scheduled for March 24, 2020 has been cancelled.

COUNTY ATTORNEY

Greg Widseth came before the Board with matters pertaining to his department:

1. **Closed Session – Pursuant To Minnesota Statutes 13D.05, Subd. 3(b) And The Attorney Client Privilege, To Discuss Proposed Settlement Of Town Square General L.L.C. Tax Appeal**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to move into closed session at 10:02 a.m.

2. **Action To Move Back Into Open Session To Address Settlement Proposal Of Town Square General L.L.C. Tax Appeal**

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to reconvene into regular session at 10:08 a.m. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the stipulation as presented and authorize the County Attorney to sign said stipulation.

3. **Regulation of Large Boat Canopy Covers**

Discussion along with a handout pertaining to large boat canopy covers on public waters within Polk County was presented to the Board. (Handout on file in the Administrator's Office)

SOCIAL SERVICES

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

1. **Two Child Support Officer Positions Replacement Requests**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve refilling two (2) Child Support Officer positions and any internal subsequent position vacancies occurring as a result of this action.

2. **Eligibility Worker Position Replacement Request**

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve refilling an Eligibility Worker position working with Adult Services and any internal subsequent position vacancies occurring as a result of this action.

3. **Eligibility Worker Position Replacement Request**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve refilling an Eligibility Worker position working with the METS Program and any internal subsequent position vacancies occurring as a result of this action.

ADMINISTRATION

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

1. Employer Support of the Guard and Reserve Day

Discussion along with a handout/agenda pertaining to The Army National Guard's 2/136 Combined Arms Battalion and ESGR Employer Day have invited employers to an employer-focused event at Camp Ripley, MN. This Employer Day will entail seeing and hearing what your Minnesota Army National Guard Service members do, view some of their equipment and observe a portion of their training along with other activities. This daylong activity would mean flying from Crookston Airport to Camp Ripley and back by helicopter that day. (Handout on file in the Administrator's Office)

** This event has been postponed.

2. Follow Up Review Of Enterprise Software Proposals

Discussion along with a handout pertaining to the updates on the Munis Software Options from Tyler Technologies was presented to the Board. Geniene Scherer from Abdo, Eick & Meyer attended the Board meeting via web portal to review the changes made since the last Board discussion on these options. (Handout 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. Sweeper Quotes

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to contract with Total Lawn Care, Crookston, MN in the amount of \$92.00 per hour for street sweeping services in small cities for 2020.

2. Resolution (2020-30) CSAH 2 From TH 92 To Polk Pennington County Line – 60 MPH

CSAH 2 From TH 92 to Polk Pennington County Line
60 MPH
RESOLUTION (2020-30)

The following resolution (2020-30) was offered by Commissioner Strandell:

WHEREAS, County State Aid 2 from TH 92 to Polk Pennington County Line has a speed limit of 55 mph as per MN Statute 169.14.

WHEREAS, State Statutes and the Minnesota Department of Transportation regulation govern speed zoning on local roads.

WHEREAS, Polk County believes the speed limits on County State Aid Highway 2 should be increased to 60 mph outside the city limits of Gully from TH 92 to Polk Pennington County Line.

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the Minnesota Department of Transportation restudy the posted limits on CSAH 2.

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. Resolution (2020-31) Bridge Replacement Priority List

Bridge Replacement Priority List
RESOLUTION (2020-31)

The following resolution (2020-31) was offered by Commissioner Lee:

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	2020
7042	60568	CSAH 1	800,000		400,000	400,000	2020
5767	60565	CSAH 1	4,000,000		500,000	3,500,000	2020
LT10	60L49	Brandsvold	150,000		10,000	140,000	2020
60504		CSAH 9	600,000		300,000	300,000	2021
L7510		Euclid	65,000		5,000	60,000	2021
L5792		Kertsonville	75,000		5,000	70,000	2021
L7624		Lessor	75,000		5,000	70,000	2021
L5788		Chester	400,000		20,000	380,000	2021
L7522		Scandia	400,000		20,000	380,000	2021

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 and Jacobson. NAYS: None.

PUBLIC HEALTH

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

1. COVID 19 Status Report

An update was given to the Board regarding the COVID 19 virus. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to allow the County Administrator latitude to concur with the Chairman of the County Board in the decisions regarding the safety and welfare of the County employees during the COVID 19 event.

****MNDOT - CANCELLED**

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS
 DATED 03/20/2020
 APPROVED 03/17/2020

<u>Vendor Name</u>	<u>Amount</u>
Acuity Specialty Products Inc	3,345.19
Altru Health System	2,360.00
Ameripride Linen & Apparel Service	2,046.33
Architectural Resources Inc	5,198.75
Beltrami Industrial Services	67,405.38
Brad's Electric	2,120.18
Cardinal Health	2,013.53
Carlson Inc/Re	2,040.00
Church & Dwight Co Inc	9,317.64
Code 4 Services Inc	10,555.63
Crookston Fuel Company	3,818.40
D & T Ventures, LLC	3,175.00
Domson BG Service	2,962.00
DS Solutions Inc	2,132.00
Fosston Municipal Utilities	2,446.55
Hennen Equipment Inc	3,734.32
HP INC	57,710.47
Intradyn	5,100.00
Lean Packaging	3,879.56
Lenes Sand & Gravel Inc	5,500.00
MCCC BIN#135033	9,840.00
Morris Electronics Inc	2,986.20
Northern Propane	11,624.99
Polk County Administrator	3,048.46
Polk County Highway Department	12,794.81
SeaChange Printing & Marketing	3,333.81
TheraCom LLC	6,530.30
U S Water Services	6,107.51
US Bank Voyager Fleet Sys	5,005.31
Vanguard Appraisals Inc	20,546.00
Wenck Associates Inc	20,977.60
Widseth Smith Nolting & Assoc	36,889.94
Winter Truck Line Inc	2,073.50
Ziegler Inc	3,614.65
Ziegler Inc	4,927.55
243 Payments less than 2000	100,684.27
Final Total:	447,845.83

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., March 24, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board



Board of Commissioners

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

TO: Board of Commissioners and Chuck Whiting-Administrator

FROM: James Tadman, Sheriff

MEETING DATE: 03/24/20

AGENDA ITEM:

1. Purchase of New Emergency Management / Command Trailer
2. Resolution (2020-32) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From The City of Climax In Memory Of Gary Letness
3. Resolution (2020-33) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Kustom Kollision, LLC, Crookston, MN
4. Monthly Sheriff's Reports

SUMMARY:

1. Sheriff's Office currently has a 1997 26' camper trailer donated by FEMA. I would like to purchase a new EM / Command trailer and request to use funds from Public Safety Account. Purchase amount \$29,105.00.
2. Polk County received a \$100.00 donation from City of Climax in memory of Gary Letness. Funds to be used for K9 Program.
3. Polk County received a \$500.00 donation from Kustom Kollision LLC, Crookston, MN. Funds to be used for K9 Program.
4. Review Sheriff's Office Monthly Reports.

ACTION:

1. Grant permission to use Public Safety funds to purchase EM / Command trailer in the amount of \$29,105.00
2. Resolution (2020-32) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From The City of Climax In Memory Of Gary Letens
3. Resolution (2020-33) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Kustom Kollision, LLC, Crookston, MN
4. For Information Only



We find great buys.. you will too!

• Area's #1 RV Dealer - Huge selection! • See them all online at OutletRecreation.com • Rentals Available

A Division of American Sports Outfitters LLC

Project Quote # 2088

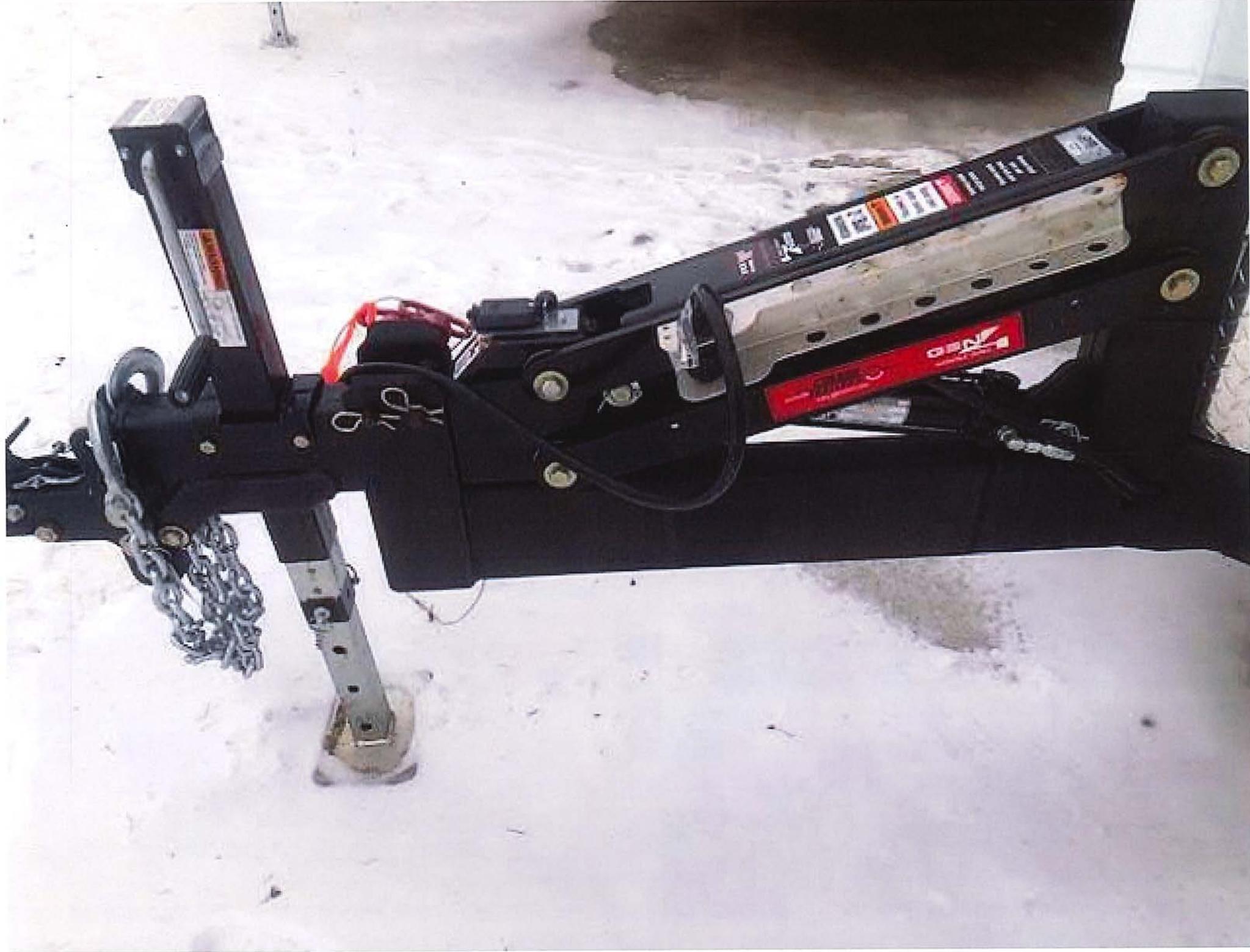
3/13/2020

Prepared for Polk County

Item Description	Amount
8'x29'x 6"x6" 3 piece torsion double gusset front A frame with 2"x6" full tube cross members	\$15,595.00
Heavy Duty Dual Axles (rated at 4500# each)	\$1,500.00
66"x80" Toy Hauler Door	\$1,400.00
Factory Select Paneling	\$450.00
Bullet Proof Hydraulic System with 1/4" cylinders	\$3,300.00
4-225/75R5 6-bolt tires	\$450.00
15x6JJ Mag rims	\$300.00
Pine Cabinets	\$180.00
LED lighting package	\$450.00
Cold weather crack resistant non-slip rubber flooring 232 square feet	\$950.00
900w microwave	\$75.00
Wire, Brace, HDMI, RCA, and coaxial cables for 2 TV set	\$395.00
30,000 BTU Forced Air Furnace	\$610.00
Stereo with 4 speakers with hard-wire for TV monitors	\$550.00
Stainless Steel dual basin sink	\$250.00
Seamless countertops	\$500.00
Bench seating	\$550.00
6-12v and 8-100v outlets	\$250.00
13,500 BTU high efficiency ceiling mount air conditioner	\$750.00
100v refrigerator	\$100.00
72" Jack Knife sofa	\$500.00
Subtotal	\$29,105.00
Tax Rate	0.00%
Other Costs	
Total Cost	\$29,105.00







MANUFACTURED BY : AMERICAN SURPLUS & MFG., INC.

DATE OF MFG. : 04/2019

GVWR : 4082 KG (9000 LB)

GAWR (EACH AXLE)

WITH TIRES

RIMS AT

COLD

2041 KG (4500 LB)

225/75R15

15X6JJ

552 KPA (80 PSI) DUAL

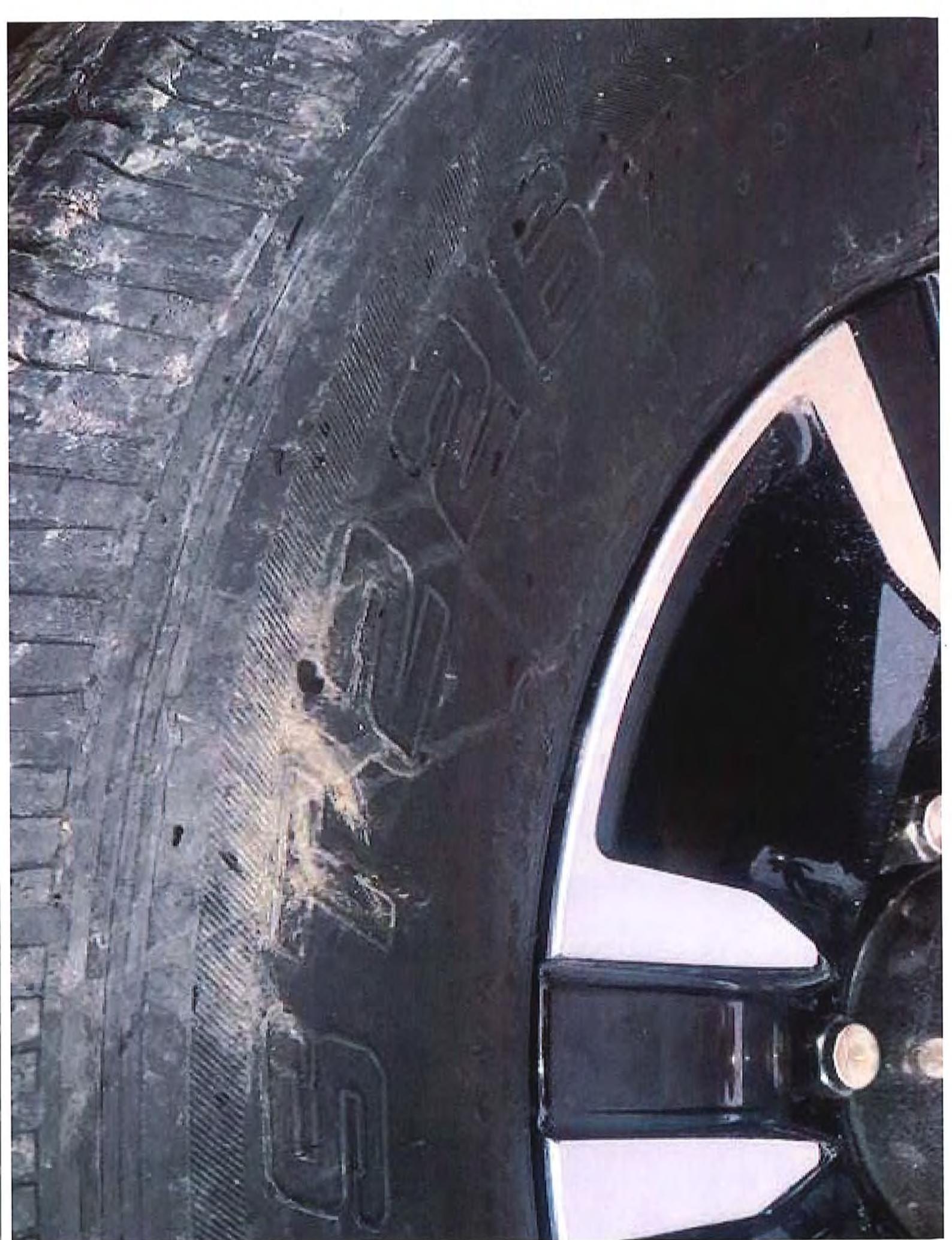
THIS VEHICLE CONFORMS TO ALL APPLICABLE U.S. FEDERAL MOTOR VEHICLE SAFETY STANDARDS
IN EFFECT ON THE DATE OF MANUFACTURE SHOWN ABOVE

V.I.N. : 5TJBE3220LM027972

TYPE : TRAILER

8X24V DIAMOND





Quote #: 91598
 Advantage Requote Mobile Command Vln# 217786

Status: Version: Created: Revised:
 Quote 1.0.0 8/7/2019 8/7/2019





SALES CONTACT:
 Ed Stevens
 ed@advantagetrailer.com
 630-580-5840 (Work)
ADVANTAGE TRAILERS & HITCHES
 110 E. North Ave.
 Carol Stream, IL 60188
 888-280-6695
 www.advantagetrailer.com

CONTACT INFORMATION **NOTES**

Advantage

MODEL INFO

Configured Model #: QSTSB8524+0-2T5.2K COLOR: POLAR WHITE
 Quest Steel Trailer COLOR REAR: NONE
 8.5'W x 24'L x 7.0'H, (2) 5200# Torsion Axle(s) COLOR - CABINETS: POLAR WHITE
 Warranty: 5 YR STR, 3 YR LTD, 1 YR ELEC WARRANTY

SPECIFICATIONS

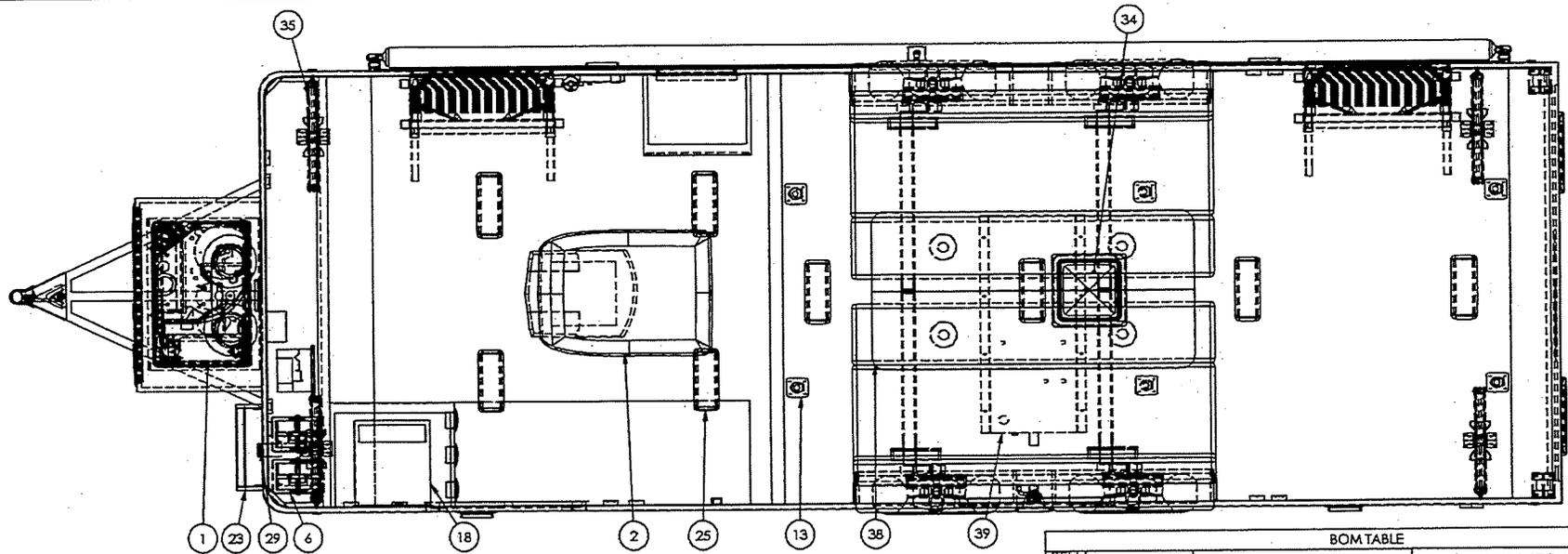
Part Name	Qty	UOM	Total Ext. \$	Ref.
BASE MODEL				
QSTSB8524+0-2T5.2K	1	ea	\$11,923	OPT
PACKAGES				
PACKAGE - ELECTRICAL #2	1	ea		OPT
PACKAGE - SAFETY	1	ea		OPT
FRAME				
AXLE - 5200# - TORSION - EZ LUBE HUBS - ELECTRIC BRAKES <ul style="list-style-type: none"> • GROUND CLEARANCE: STANDARD (APPROX. 14.25" - NO LOAD) 	2	ea		STD
AXLE SPACING - SPREAD AXLE	1	ea		STD
ALL TUBE WALL CONSTRUCTION	24	ft		STD
COUPLER - A-FRAME - 2-5/16" - 10,000#	1	ea		STD
CROSS MEMBERS - FLOOR - 16" O/C	24	ft		STD
CROSS MEMBERS - ROOF - 16" O/C - 1" X 3"	24	ft		STD
CROSS MEMBERS - WALL - CS - 16" O/C - 1" X 1.5"	24	ft		STD
CROSS MEMBERS - WALL - RS - 16" O/C - 1" X 1.5"	24	ft		STD
FLOOR DESIGN - FLAT	1	ea		STD
FRAME - 5"	24	ft		STD
FRAME - FULL PERIMETER - STEEL - PAINTED	24	ft		STD
FRAME PROTECTION - SKID PLATES	1	pr		STD
FRAME PROTECTION - BOGEY WHEELS	1	pr	\$247	OPT
FRONT DESIGN - FLAT	1	ea		STD

TANK - FUEL - GAS - 24 GALLON - END FILL - IN FRAME	1 ea	\$2,233	OPT
JACK - TONGUE - TOP WIND - 5000# - ZINC	1 ea		STD
JACK - STABILIZER - SCISSOR - 24" - 5000#	2 pr	\$748	OPT
• Location: FRONT & REAR			
TIRE/WHEEL - ST225/76R15/LRE - RADIAL ON GREY MOD	4 ea		STD
SPARE TIRE/WHEEL - ST225/75R15/LRE - RADIAL ON GREY MOD	1 ea	\$208	OPT
TONGUE - EXTENDED TRIPLE TUBE - 12"	1 ea	\$208	OPT
TRUCK PLUG - 7 WAY - BUMPER PULL	1 ea		STD
BACKER - ST - 12 GA - CEILING	3 sq	\$72	OPT
EXTERIOR			
AWNING - MANUAL WTH ALUMINUM WEATHERSHIELD - 21' - POLAR WHITE - ONYX VINYL FABRIC	1 ea	\$1,825	OPT
AWNING CENTER SUPPORT CRADLE	1 ea	\$65	OPT
EXTERIOR ALUMINUM - STANDARD COLOR	24 ft		STD
• COLOR: POLAR WHITE			
EXTERIOR FASTENER - SCREWLESS	24 ft		STD
EXTERIOR ALUMINUM THICKNESS - .030	24 ft		STD
FENDERETTES - AL	4 ea		STD
GRAVEL GUARD - ATP - 24" - WTH J RAIL	1 ea		STD
LADDER - EXTERIOR - FIXED	1 ea	\$631	OPT
ROOF - ONE PIECE - ALUMINUM	24 ft		STD
ROOF - WALK ON - PLYWOOD - 3/8"	24 ft	\$768	OPT
• 175 LBF / LINEAR FT - NOT TO EXCEED 2000# FOR ENTIRE ROOF			
TRIM - VERTICALS - FRONT - COLOR MATCHED	1 ea		STD
TRIM - HEADER - REAR - COLOR MATCHED	1 ea		STD
TRIM - VERTICALS - REAR - COLOR MATCHED	1 ea		STD
TRIM - RUB RAIL - UPPER - ALUMINUM - 3"	24 ft		STD
TRIM - RUB RAIL - LOWER - ALUMINUM - 3"	24 ft		STD
VENT - ROOF - 12V FANTASTIC FAN	1 ea	\$505	OPT
• RAIN SENSOR			
• REVERSIBLE FAN			
• WALL MOUNT THERMOSTAT			
• BATTERY NOT INCLUDED			
WINDOW - EGRESS W/ SLIDER AND SCREEN - 36"W X 24"H - ROADSIDE	1 ea	\$428	OPT
WINDOW - SLIDER W/ SCREEN - 36"W X 24"H - ROADSIDE	1 ea	\$330	OPT
DOORS			
DOOR - REAR RAMP - STANDARD - 2400# RATED MAX LOAD - 4000# VEHICLE LOAD	1 ea	\$501	OPT
RAMP DOOR EXTERIOR - REAR - COLOR MATCHED	1 ea		OPT
TRANSITION FLAP - TPO - GRAY COIN - 18"L	1 ea		STD
RAMP DOOR FLOORING - REAR - TPO - GRAY COIN	1 ea	\$324	OPT
DOOR LATCH - BAR LOCK - ALUMINUM	1 pr		STD
HASP - STAINLESS STEEL - FOR CAM BARS/BAR LOCKS ON RAMP DOOR	1 pr		OPT
DOOR - ENTRANCE - 405 SERIES - 32" X 78" - FLUSH LOCK	1 ea		STD
• RIGHT HINGE			
GAS SHOCK ON ENTRANCE DOOR	1 ea	\$92	OPT
STEP - SLIDE IN/OUT - ALUMINUM - 32"	1 ea	\$372	OPT
DOOR - ENTRANCE - 405 SERIES - 32" X 78" - FLUSH LOCK	1 ea	\$890	OPT
• RIGHT HINGE			
DOOR ACCESSORIES - ADD TINTED WINDOW TO ENTRANCE DOOR	1 ea	\$108	OPT
GAS SHOCK ON ENTRANCE DOOR	1 ea	\$92	OPT

STEP - SLIDE IN/OUT - ALUMINUM - 32"	1 ea	\$372 OPT
DOOR ACCESSORIES - ADD TINTED WINDOW TO ENTRANCE DOOR	1 ea	\$108 OPT
DOOR - FUEL - CAST ALUMINUM - LOCKABLE	1 ea	OPT
INTERIOR		
INTERIOR HEIGHT - 7.0'	24 ft	\$480 OPT
CABINET CONFIGURATION - B0-100"W - #107	1 ea	\$1,318 OPT
<ul style="list-style-type: none"> CABINET COLOR: POLAR WHITE CABINET - ALUMINUM - UPPER - STRAIGHT - FULL WIDTH - W/ RADIUS LOWER EDGE - TOP HINGED DOORS AND GAS SHOCKS 		
CABINET - ALUMINUM - FURNACE	1 ea	\$483 OPT
COUNTERTOP - LAMINATE - FIXED - 84"W X 24"D	1 ea	\$469 OPT
<ul style="list-style-type: none"> INCLUDES SPEED BRACES 		
COUNTERTOP - LAMINATE - FIXED - 96"W X 24"D	1 ea	\$508 OPT
<ul style="list-style-type: none"> INCLUDES SPEED BRACES 		
INTERIOR CEILING - SCREWLESS ALUMINUM	24 ft	\$552 OPT
<ul style="list-style-type: none"> COVE COLOR: POLAR WHITE CEILING COLOR: POLAR WHITE (STANDARD) SPRING BOX COLOR: POLAR WHITE 		
INSULATION - CEILING - CLOSED CELL - 1" - R-6.5	24 ft	\$816 OPT
INTERIOR WALLS - SCREWLESS ALUMINUM	24 ft	\$768 OPT
<ul style="list-style-type: none"> WALL COLOR: POLAR WHITE (STANDARD) 		
INSULATION - WALLS - CLOSED CELL - 1" - R-6.5	24 ft	\$1,560 OPT
<ul style="list-style-type: none"> BUBBLE FOIL R-0 INSULATION BETWEEN WALL CROSS MEMBERS WHERE WIRING PRESENT NOT RECOMMENDED FOR COLD TEMPERATURES 		
FLOORING - TPO - GRAY COIN	24 ft	\$1,580 OPT
FIRE EXTINGUISHER - 2.5# BC	1 ea	\$51 PKG
SMOKE DETECTOR	1 ea	\$21 PKG
CO DETECTOR	1 ea	\$51 PKG
LP DETECTOR	1 ea	\$64 PKG
SOFA - FOLD UP SLEEPER - 7' - BLACK	2 ea	\$1,554 OPT
TABLE - CONFERENCE - LAMINATE - REMOVABLE - 36" X 72"	1 ea	\$1,728 OPT
<ul style="list-style-type: none"> INCLUDES WALL STORAGE INCLUDES 4 REMOVABLE TABLE LEGS 		
D-RINGS - 5000# - RECESSED	6 ea	\$264 OPT
WHEEL BOX - SMOOTH AL	2 ea	STD
ELECTRICAL		
BATTERY - 12V AGM (930 CA, 775 CCA)	1 ea	\$266 PKG
BATTERY - 12V AGM (930 CA, 775 CCA)	1 ea	\$266 OPT
<ul style="list-style-type: none"> ISOLATED TO GENERATOR ONLY 		
BREAKER BOX - 50 AMP - 120V ONLY - 60 AMP CONVERTER - 12V FUSE PANEL - INTELI-POWER UNIT	1 ea	\$850 PKG
SWITCH - POWER CUT-OFF - MANUAL - 12V	1 ea	\$108 PKG
POWER INLET - MOTORBASE - 50A - W/ SHORE CORD - 25'	1 ea	PKG
LIGHT - CLEARANCE - LED - 12V - AMBER - LOWER	4 ea	STD
LIGHT - CLEARANCE - LED - 12V - AMBER - UPPER	8 ea	STD
LIGHT - CLEARANCE - LED - 12V - RED - LOWER	2 ea	STD
LIGHT - CLEARANCE - LED - 12V - RED - UPPER	7 ea	STD
LIGHT - TAILLIGHT - SLIMLINE - LED - 12V - RED	1 pr	STD
LIGHT - TAILLIGHT - SLIMLINE - LED - 12V - RED	1 pr	\$175 OPT
LIGHT - ANGLED LOADING - LED - 18" - 12V - EXTERIOR	1 pr	\$215 OPT
SWITCH - WALL - 12V	1 ea	\$38 OPT

- USED FOR: LIGHT - ANGLED LOADING - LED - 18" - 12V - EXTERIOR

LIGHT - SCENE - LED - HIGH OUTPUT - 12V - NON RECESSED - 7" X 3" - CHROME BEZEL	5 ea	\$1,425	OPT
SWTCH - WALL - 12V	3 ea	\$114	OPT
• USED FOR: Exterior Scene Lights			
RECEPT - INTERIOR - 120V - 15A	6 ea	\$312	PKG
• GFCI PROTECTED WHERE REQUIRED BY CODE			
RECEPT - EXTERIOR - 120V - 15A - GFI PROTECTED	3 ea	\$207	OPT
RECEPT - INTERIOR - 120V - 15A - USB	6 ea	\$618	OPT
• GFCI PROTECTED WHERE REQUIRED BY CODE			
• INCLUDES: 2 USB CHARGING PORTS			
LIGHT - RECTANGULAR - LED - 14" - 12V - SURFACE MOUNT	4 ea	\$548	PKG
SWTCH - WALL - 12V	1 ea	\$38	OPT
• USED FOR: LIGHT - RECTANGULAR - LED - 14" - 12V - SURFACE MOUNT			
LIGHT - RECTANGULAR - LED - 14" - 12V - SURFACE MOUNT	4 ea	\$548	OPT
SWTCH - WALL - 12V	1 ea	\$38	OPT
• USED FOR: LIGHT - RECTANGULAR - LED - 14" - 12V - SURFACE MOUNT			
WIRING - STUB WIRE - 12V - TEW 14/2	4 ea	\$158	OPT
GENERATOR - COMMERCIAL - 5.5 KW ONAN - GAS - (120V / 240V)	1 ea	\$5,992	OPT
REMOTE START	1 ea		PKG
FUEL GAUGE	1 ea		OPT
GENERATOR COMPARTMENT - TONGUE MOUNTED - ATP	1 ea	\$919	OPT
• EXPANDED METAL ON FLOOR OF COMPARTMENT			
• INCLUDES 405 SERIES DOUBLE DOORS - VENTED			
• INCLUDES GALVANIZED LINER FOR FRONT WALL OF TRAILER ONLY			
• GEN BOX & DOORS BUILT TO FIT SPECIFIC SIZE OF GEN			
• DOES NOT INCLUDE INSULATION			
TRANSFER SWITCH - AUTO - 50A	1 ea		OPT
PLUMBING & LP			
LP TANKS - (2) - 20# - W/ RV TRAY AND MOUNTING BRACKETS	1 ea	\$702	OPT
HEATING & AIR CONDITIONING			
A/C - 13,600 BTU - LOW PROFILE - 10.5" - WHITE - W/ MANUAL CONTROLS	1 ea	\$1,496	OPT
FURNACE - DUCTED - 25000 BTU - LP	1 ea	\$854	OPT
• DUCTING FOR FURNACE THROUGH CABINETS			
• THERMOSTAT INCLUDED			
DEALER CUSTOM OPTIONS			
Antenna Rail Installed	1 ea	\$594	
Includes Weatherproof Roof Mounted Junction Box			
UNAPPROVED CUSTOM OPTIONS			
CABINET - ALUMINUM - STAND ALONE - 24"W X 84"H X 18"D - (4) FIXED SHELVES	1 ea	\$1,196	
-INCLUDES (4) FIXED SHELVES			
Ref 116404			
CK 1/8/2019			
DOOR - ACCESS - 405 SERIES - 18" X 12" - TOP HINGE	1 ea	\$342	
Ref 115436			
CK 1/8/2019			
OUTLET - COAX - EXTERIOR TO INTERIOR	4 ea	\$520	
SWTCH - WALL - 12V	1 ea	\$38	
TOTALS			
	Subtotal	\$53,566.00	
	Total	\$53,566.00	



ATTENTION:
 ATC IS NOT RESPONSIBLE FOR CLEARANCE OF VEHICLE
 UNTIL CUSTOMER/DEALER COMPLETES VEHICLE CLEARANCE
 FORM AND IS VERIFIED BY ATC ENGINEERING DEPARTMENT.

**DIMENSIONS ARE NOMINAL. STRUCTURAL MEMBERS OFTEN DICTATE
 WHERE INTERIOR FEATURES CAN BE PLACED. CONSEQUENTLY, SOME
 DIMENSIONED ITEMS RETAIN A +/- 2" TOLERANCE. CRITICAL (BUBBLED)
 DIMENSIONS WILL RETAIN A TOLERANCE OF +/- 1/4".**

BOM TABLE				
ITEM NO	PART NO	FILE NAME	DESCRIPTION	QTY
1		5.5 KW QNAN GAS	5.5 KW QNAN GAS	1
2		AIR CONDITIONER	13,500 BTU - LOW PROFILE - 10.5 (3)	1
3		AWNING	21' POWER	1
4		AWNING SUPPORT, CENTER		1
5		AXLE - TORSION-SIMPLIFIED	5200#, HF-94 OS-78, 10.0" Up	2
6		BATTERY	AGM, 775 CCA	2
7		BOGEY WHEEL		2
8	48260	BREAKER BOX	50 AMP WITH CONVERTER	1
12	70395/70485	COUPLER - A-FRAME	10K - 2 5/16" BALL	1
13	90971	D-RING - RECESSED	5,000#	6
16		FIRE EXTINGUISHER		1
17		FUEL FILL		1
18		FURNACE	25K BTU (SF-25)	1
19		FURNACE CABINET		1
20		GEN COMPARTMENT - TONGUE		1
21		GEN START, FUEL GAUGE		1
22		JACK - TONGUE	5K - TOP WIND	1
23		LADDER, STRAIGHT-217786		1
24		LIGHT - ANGLED LOADING		2
25		LIGHT, CEILING - SURFACE MOUNT		8
26	99896	LIGHT, LED SCENE	12V-24V - 45dgr ANGLE	5
27		LP DETECTOR		1
28		LP TANKS	(2) 20# TANKS	1
29		MOTORBASE	50 AMP	1
30		OUTLET, ELECTRICAL	120V 15A EXTERIOR	3
31	11978	OUTLET, ELECTRICAL	120V 15A INTERIOR	6
32		OUTLET, ELECTRICAL	120V 15A INTERIOR-USB	6
33		OUTLET, ELECTRICAL	12V STUB WIRES	4
34		ROOF VENT	VENT - ROOF - 12V FANTASTIC FAN	1
35		SCISSOR JACK	24" - 5000#	4
36		SOFA, ROLLOVER	84 W	2
37		STEP ASSY, AL - SLIDE IN-OUT		1
38		TABLE, REMOVABLE		1
39		TANK, FUEL	28 GAL END FILL (ST24-1)G	1
40		TIRES	225/75/15	4
41		TRANSFER SWITCH	50 AMP	1
42		TUBE BACKER CEILING-217786		1
43		VENT, ROUND		3
44		WHEEL WELL - AL	7.5 x 13.0 x 80.0	2
45		WINDOW	36" x 24"	1

**ALL LOCATIONS ARE NOMINAL UNLESS CRITICAL
 DIMENSIONS ARE SPECIFICALLY NOTED**

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TITLE:
8.5' x 24' QUEST STEEL BP

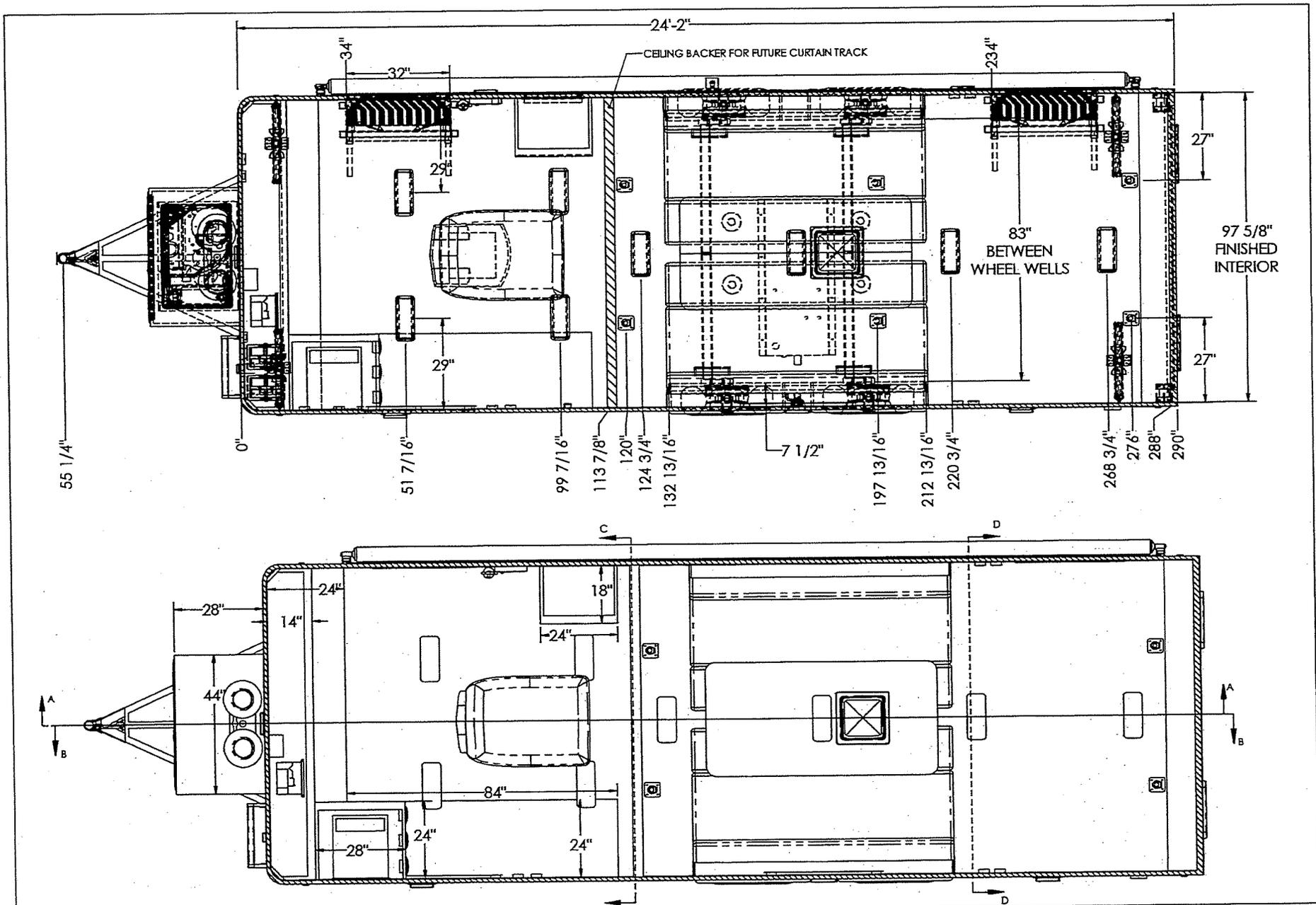
DRAWN BY: HTY DATE: 01/28/19 VIN/PART # **217786** REV.

FILE NAME: DW-BP 8524-Advantage_BSB-217786

SCALE: 1:16 DATE PRINTED: 1/29/2019 SHEET 1 OF 6

REVISION TABLE			
REV.	DESCRIPTION	DATE	DONE BY

DWG PATH: C:\Eng_Vault\Master Records\VIN\217 VINS\217786\

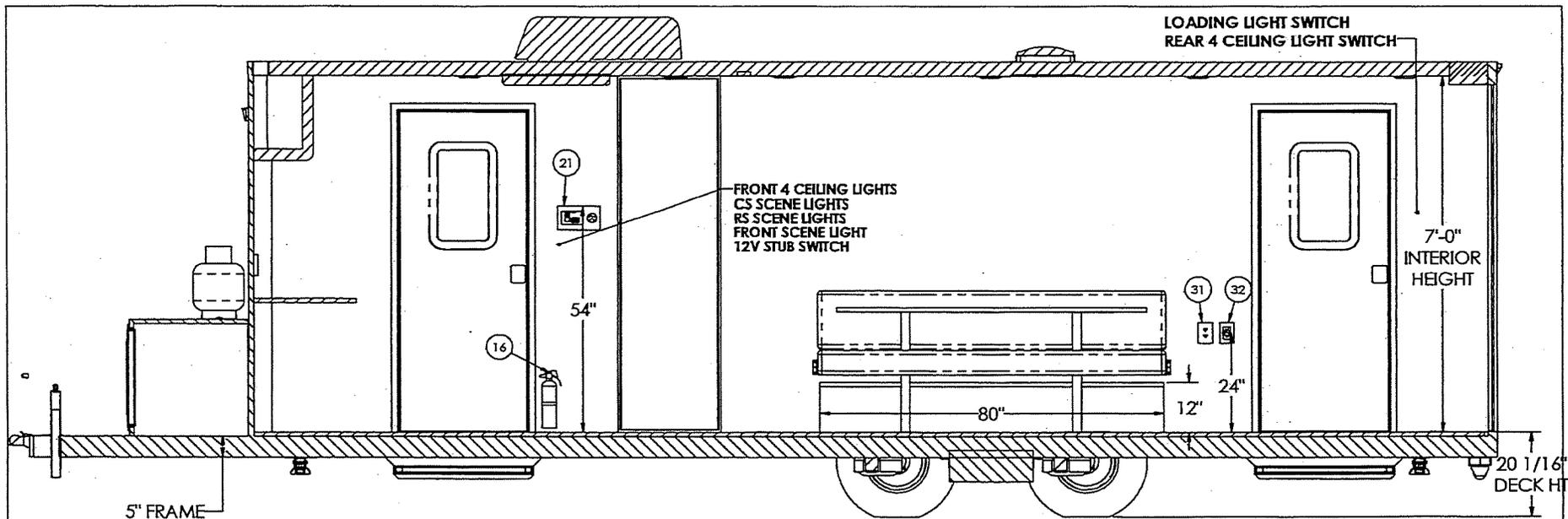


ALL LOCATIONS ARE NOMINAL UNLESS CRITICAL DIMENSIONS ARE SPECIFICALLY NOTED

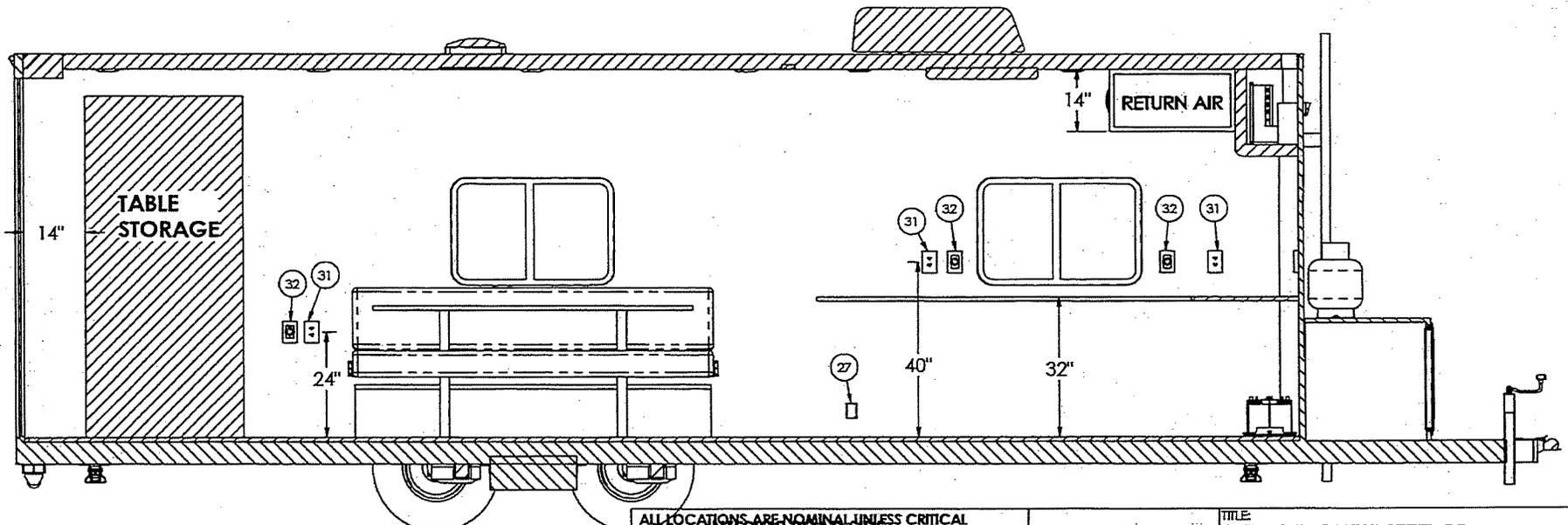
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TITLE 8.5' x 24' QUEST STEEL BP			
DRAWN BY: HTY	DATE 01/28/19	VIN/PART # 217786	REV.
FILE NAME: DW-BP 8524-Advantage_BSB-217786			
SCALE: 1:19	DATE PRINTED: 1/29/2019	SHEET 2 OF 6	



INTERIOR CURB SIDE

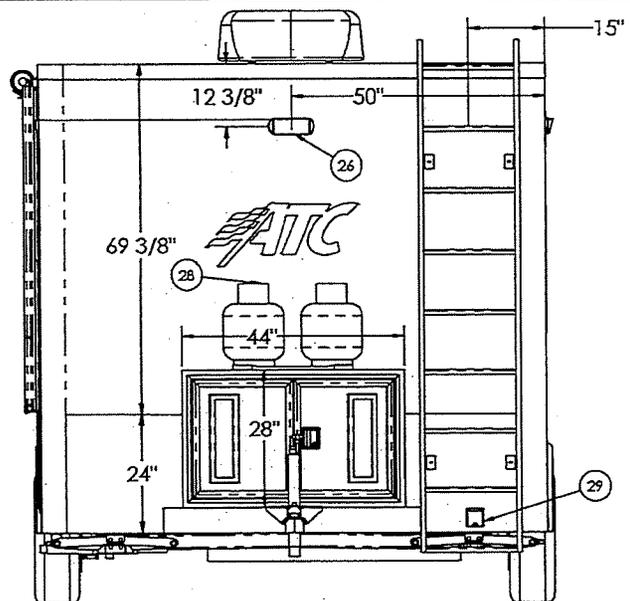


ALL LOCATIONS ARE NOMINAL UNLESS CRITICAL DIMENSION UNLESS OTHERWISE SPECIFIED

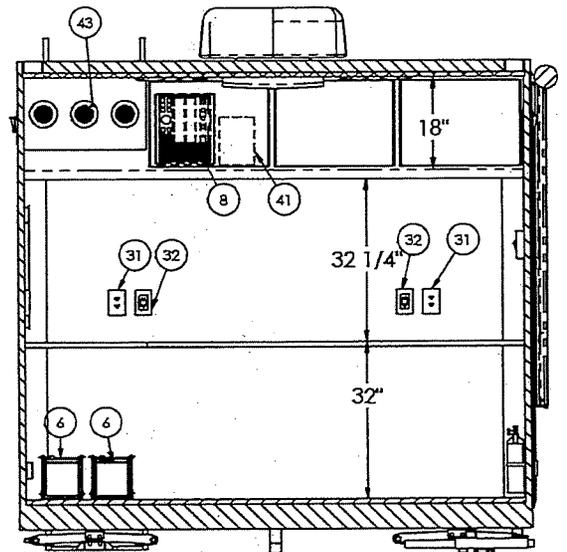
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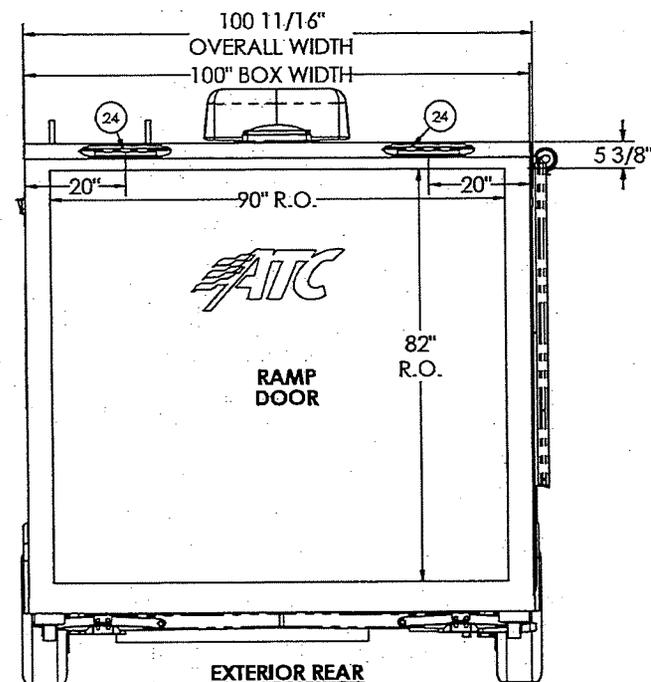
TITLE 8.5' x 24' QUEST STEEL BP			
DRAWN BY:	DATE	VIN/PART #	REV.
HTY	01/28/19	217786	
FILE NAME: DW-BP 8524-Advantage_BSP-217786			
SCALE: 1:17	DATE PRINTED: 1/29/2019		SHEET 3 OF 6



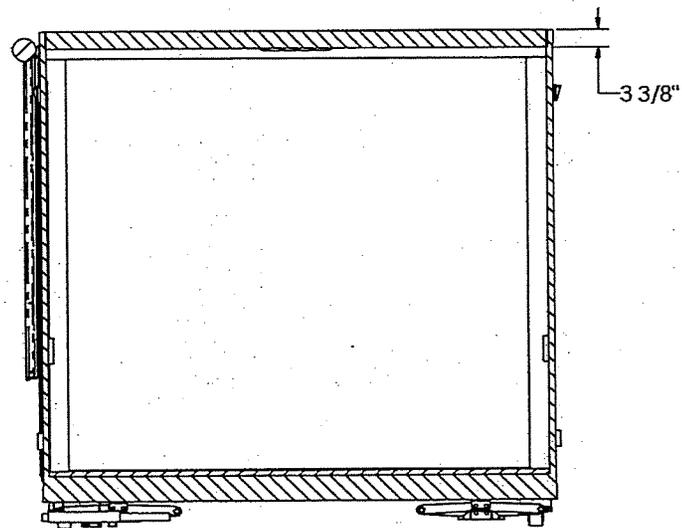
EXTERIOR FRONT



INTERIOR FRONT



EXTERIOR REAR



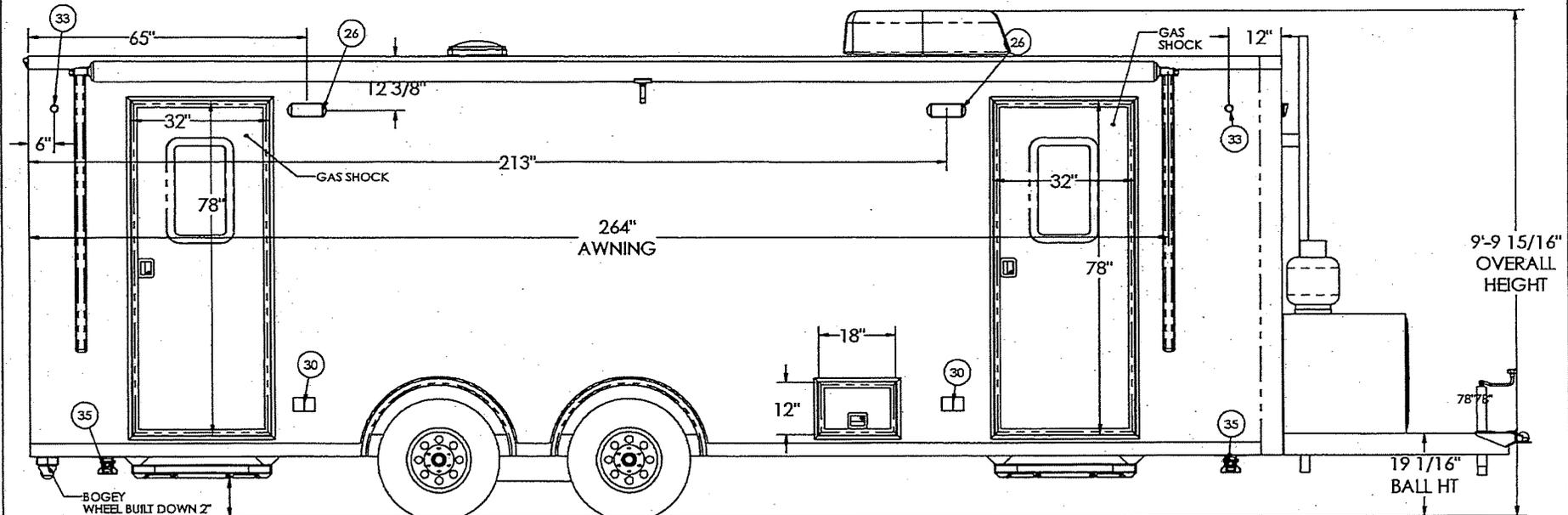
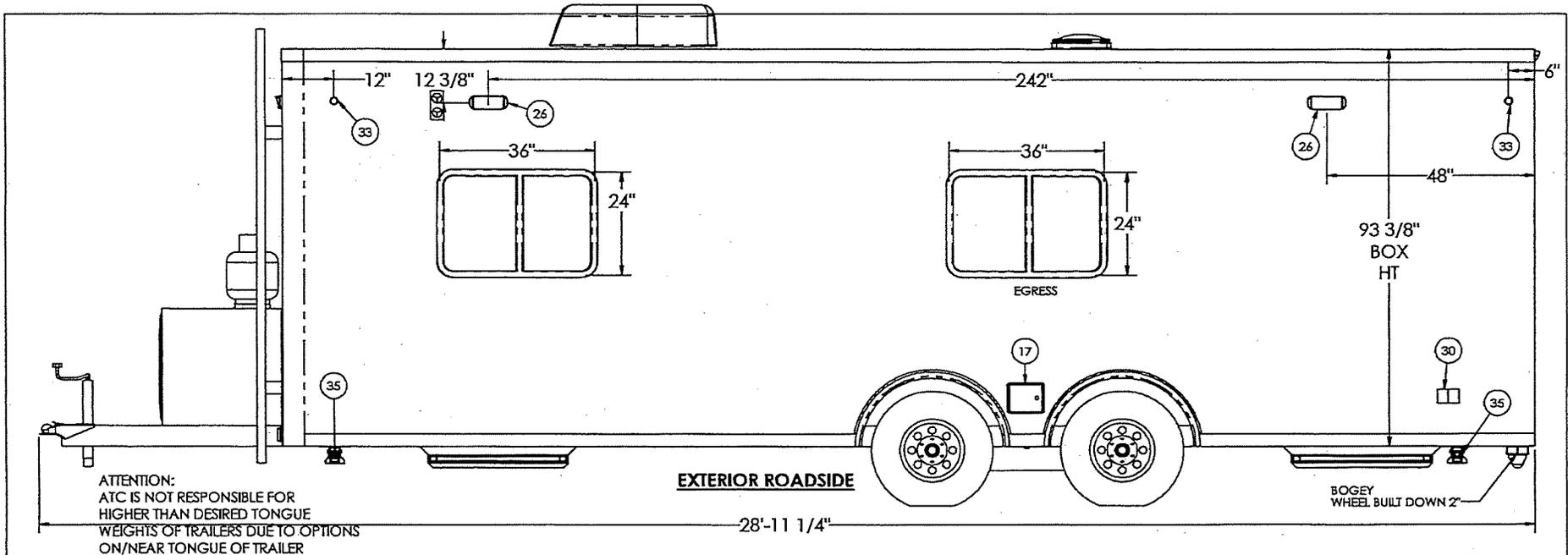
INTERIOR REAR

ALL LOCATIONS ARE NOMINAL UNLESS CRITICAL DIMENSIONS ARE SPECIFICALLY NOTED

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TITLE: 8.5' x 24' QUEST STEEL BP			
DRAWN BY:	DATE	VIN/PART #	REV.
HTY	01/28/19	217786	
FILE NAME: DW-BP 8524-Advantage_BSP-217786			
SCALE:1:17	DATE PRINTED: 1/29/2019	SHEET 4 OF 6	



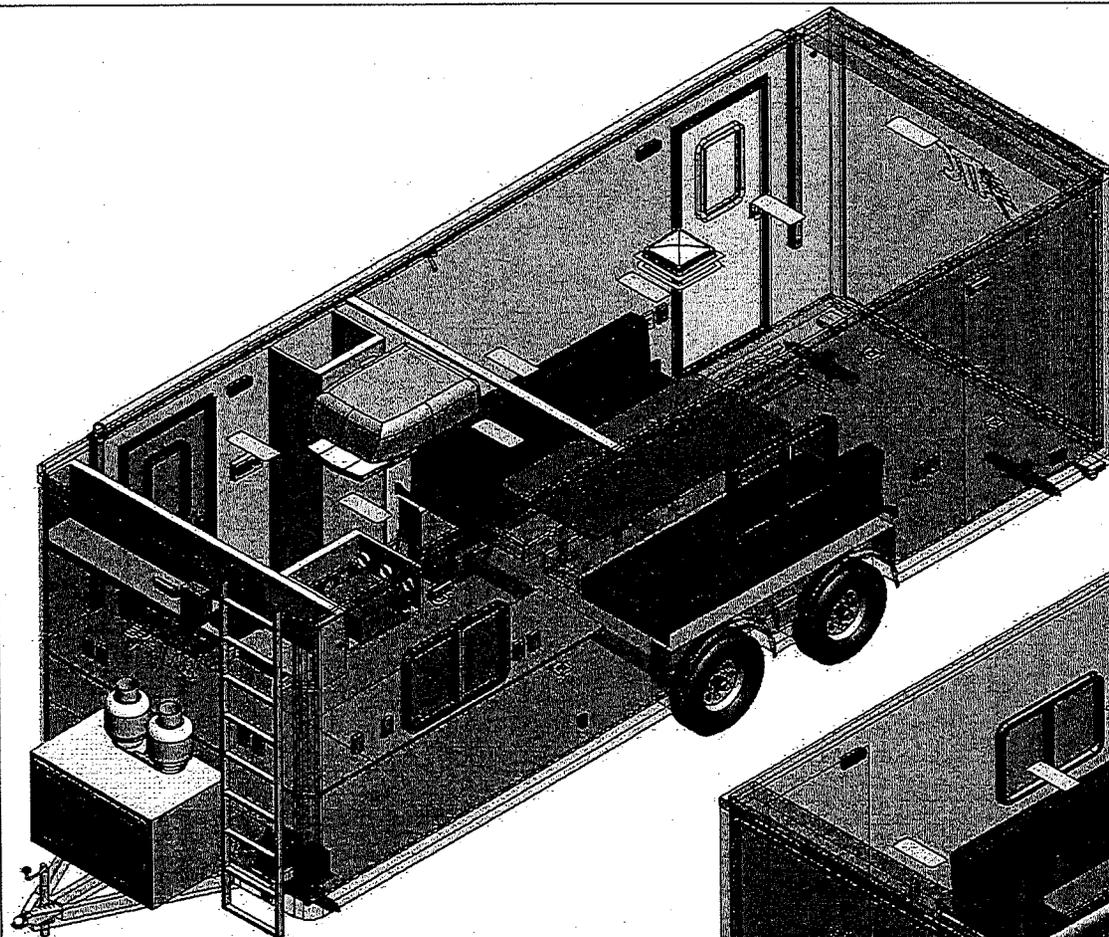
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DIMENSIONS ARE SPECIFICALLY NOTED

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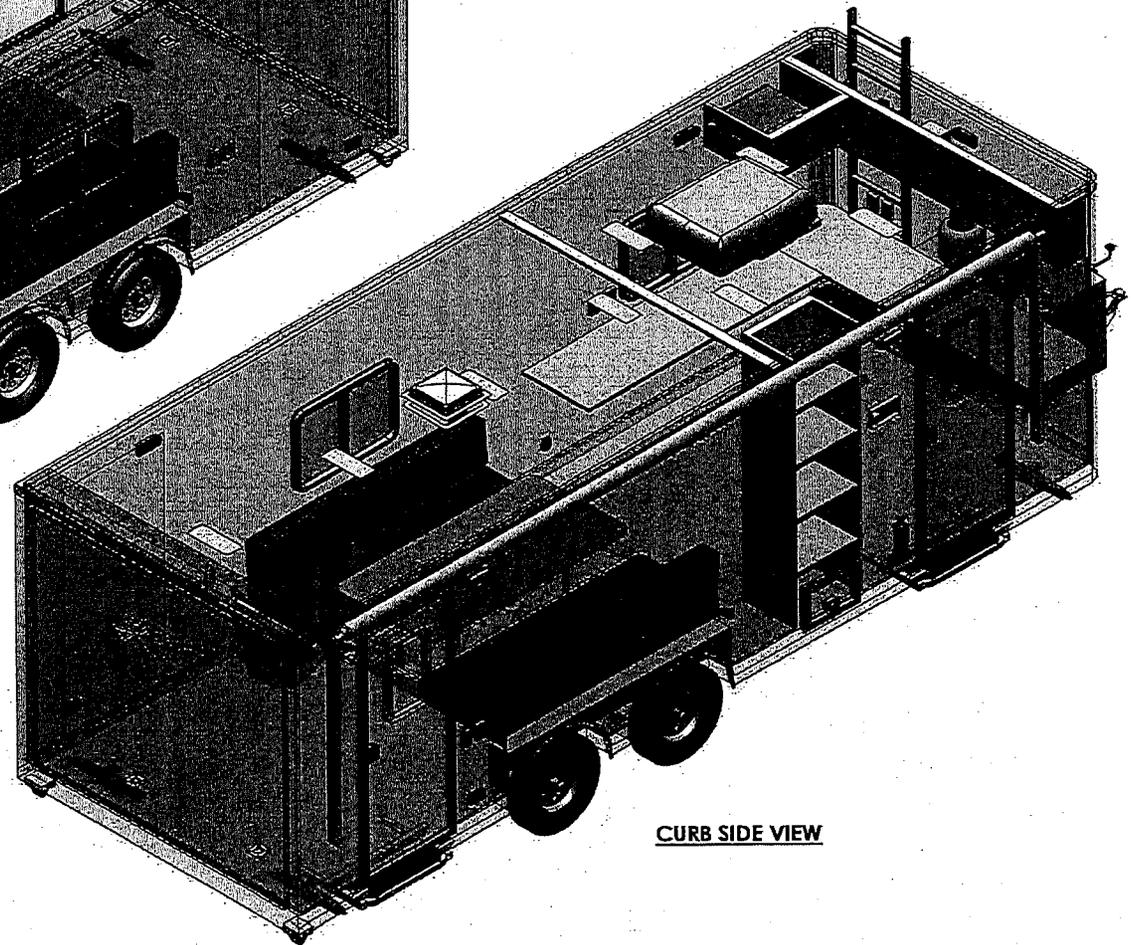


TITLE 8.5' x 24' QUEST STEEL BP			
DRAWN BY:	DATE	VIN/PART #	REV.
HTY	01/28/19	217786	
FILE NAME: DW-BP 8524-Advantage_BSP-217786			
SCALE: 1:17	DATE PRINTED: 1/29/2019	SHEET 5 OF 6	

EXTERIOR CURB SIDE



ROAD SIDE VIEW



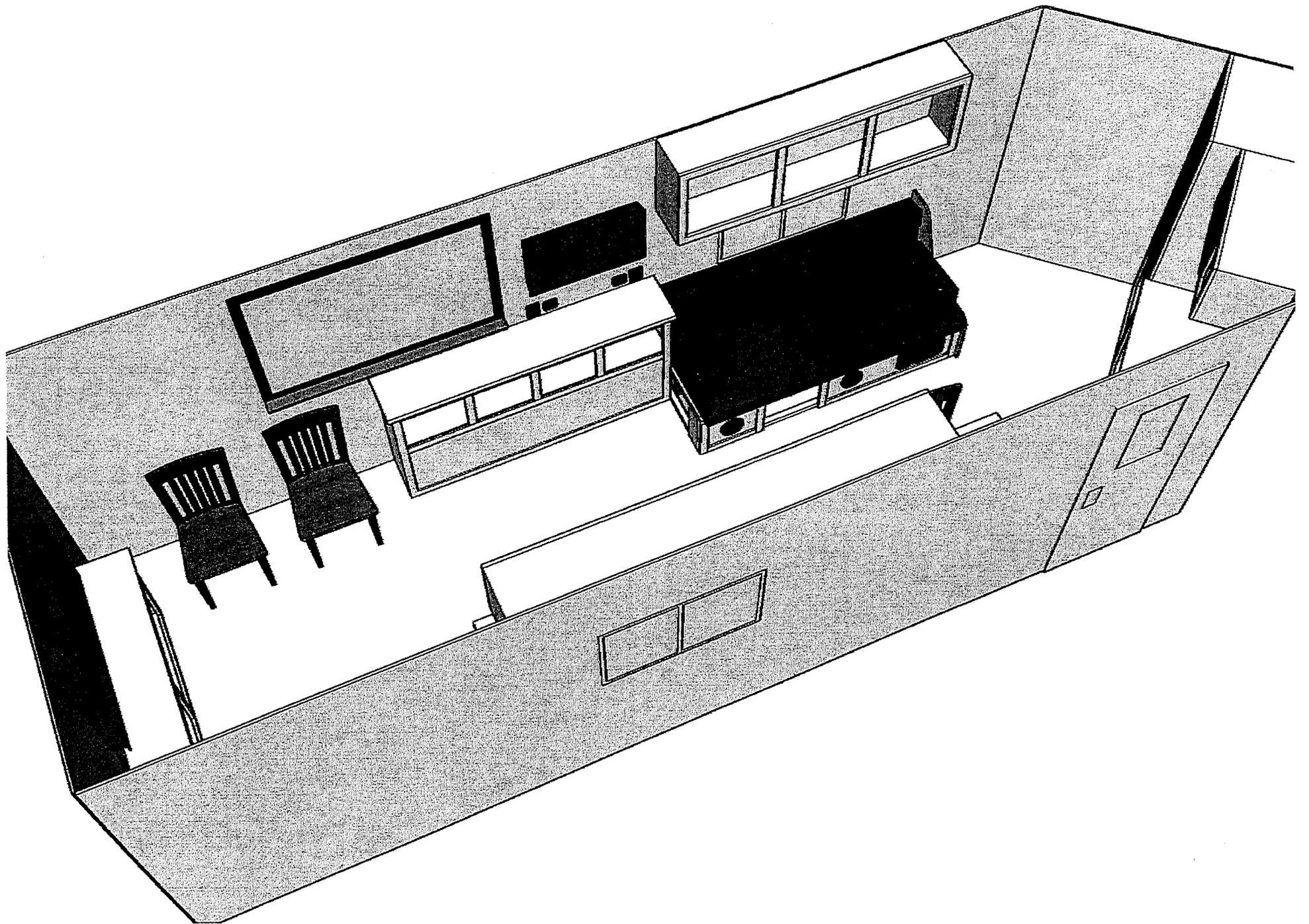
CURB SIDE VIEW

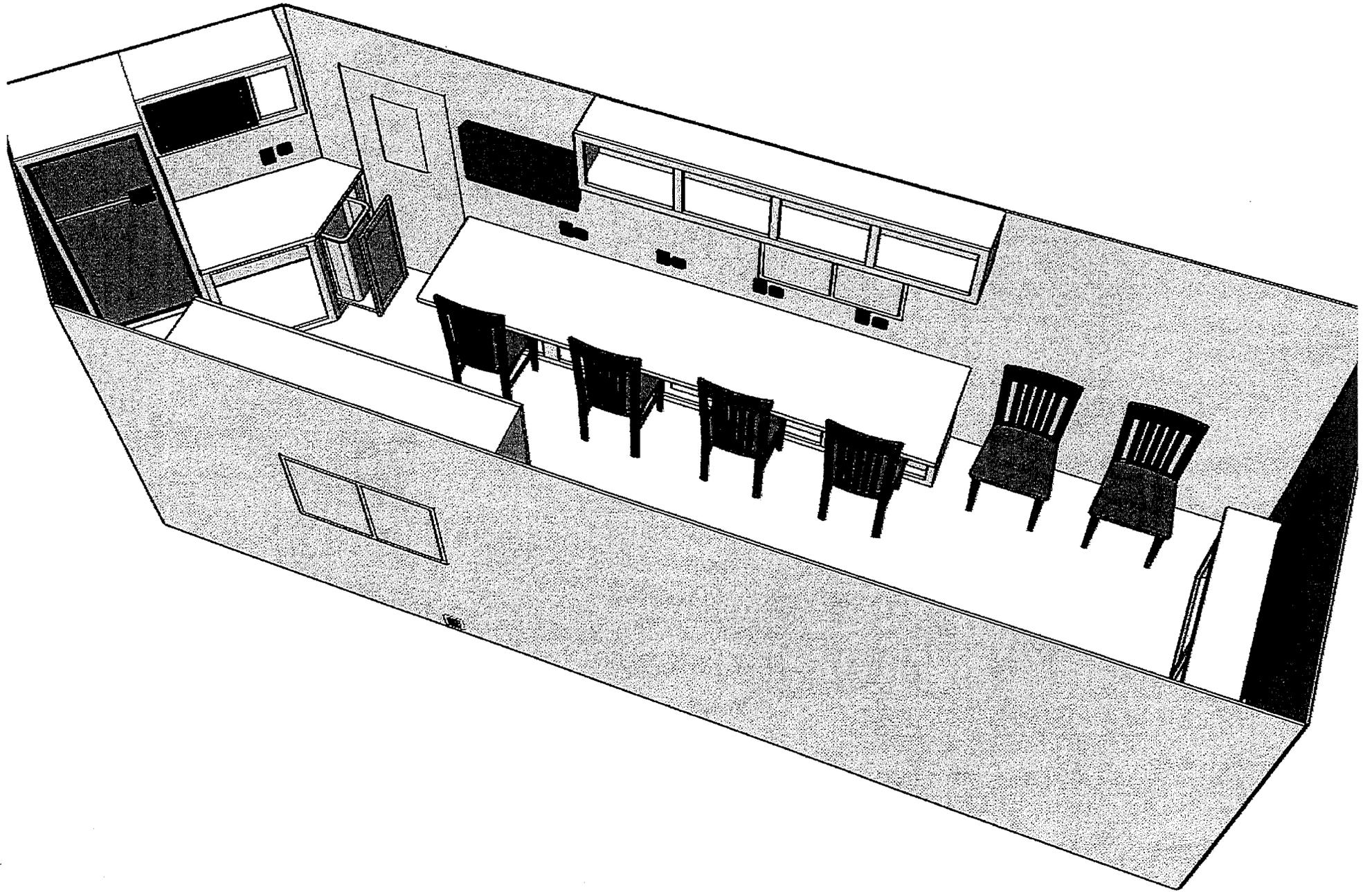
ALL LOCATIONS ARE NOMINAL UNLESS CRITICAL.
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TITLE			
8.5' x 24' QUEST STEEL BP			
DRAWN BY:	DATE	VIN/PART #	REV.
HTY	01/28/19	217786	
FILE NAME: DW-BP 8524-Advantage_BSP-217786			
SCALE: 1/22	DATE PRINTED: 1/29/2019	SHEET 6 OF 6	





February											
Date:	Reason	Mileage	Deputy/Deputies	Medical	Mental Health	MN Prison/Jails	Out of state	ME	Federal	Other	Hours
1	540	48	5006							48	1.25
3	RRVJDC to court	1	5005							1	2.25
4	Hubbard Co on 10-69	230	5013			230					4.25
5	St Cloud/Shakopee	697	5005/5008			697					30.5
6	CBHH Bemidji	177	5013		177						4
6	Clay County on 10-69	140	5013			140					3
7	Beltrami on 10-69	178	5019			178					3.25
9	540	24	5032							24	1.25
10	RRVJDC to court	1	5028							1	0.75
11	MCF St Cloud	488	5008/5019			488					20
11	GF County on 10-69	29	5005				29				1
12	Jamestown on MCF transfer	366	5021				366				6.25
13	MCF St Cloud	465	5008			465					7.75
13	Bottineau ND on 10-69	411	5005				411				7
14	St Peter Mental Health	645	5019		645						13.5
14	RRVJDC to court	1	5028							1	0.75
17	540	48	5010							48	1.5
18	MCF St Cloud/Shakopee	640	5008/5013			640					24
18	Beltrami on 10-69	177	5019			177					3.75
19	540	24	5005							24	2
19	RRVJDC to court	1	5028							1	2.25
19	RRVJDC to court	1	5021							1	1.75
19	Juvenile to Bemidji	177	5028			177					3.25
20	Ottertail Co on 10-69	271	5008			271					5.75
21	GF County on 10-69	54	5028				54				1.75
24	Bemidji Juvenile and back	356	5021			356					7.75
24	RRVJDC to court	1	5008							1	1
25	MCF St Cloud	468	5008			468					6.5
25	Pennington on 10-69	83	5013			83					1.75
25	NWRCC to Riverview	2	5003	2							2
26	540	24	5005							24	1.25
26	Pennington on 10-69	85	5028			85					2.5
26	RRVJDC to court	1	5019							1	0.75
27	Cass ND on 10-69	164	5013				164				3.25
27	Grand Forks County on 10-69	55	5005				55				1.5
27	RRVJDC to court	1	5021							1	1
27	NWRCC to Riverview	2	5029	2							1
	February Totals	6536		4	822	4455	1079	0	0	176	183

Summary
Comparison
Transport
Log

	2018	2019	2020	2021	2022
January	7318	7638	9712		
February	8009	7565	6536		
March	8800	7314			
April	7732	8179			
May	9707	6606			
June	8490	5965			
Subtotal	50056	43267	16248	0	0
July	7182	11450			
August	6855	10886			
September	8030	8251			
October	9423	14304			
November	5378	8236			
December	9288	7567			
Totals	96212	103961	16248	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

DIRECTED PATROL ACTIVITIES

Polk County Sheriff's Office 2020

Laboratory					
Date	Roadway	Stops	Citations	Warnings	Reason
2/1/20	Fertile	1		1	Patrolled, crossing center line
2/1/20	CR 11				Patrolled
2/2/20	Erskine, 3rd St, 1st Ave	2	1	1	Patrolled, speed, DUI
2/2/20	CR21	4		4	Patrolled, speed
2/2/20	CR11				Patrolled
2/4/20	CR11				Patrolled
2/5/20	Win-E-Mac school patrol				Patrolled
2/5/20	CR17				Patrolled
2/5/20	CR6, Fosston				Patrolled
2/6/20	CR11				Patrolled
2/7/20	CR34, CR36, CR49, CR10, CR1, Winger, Fosston, CR6	1		1	Patrolled, speed
2/7/20	300th St SW, Hwy 32, 125th Ave SW, Hwy 102, 330th St SW	3		3	Patrolled, speed, equipment
2/7/20	Hwy 2, Fisher, 340th Ave SW	1	1		Patrolled, DUI
2/8/20	Fosston, S Johnson, Hillgoss, CR8, 385th St SE	1		1	Patrolled, speed
2/9/20	Fosston, 1st St W., N Mark Ave., 2nd St NE, N Hillestad Ave., N Newton Ave	2		2	Patrolled, speed, turn signal
2/9/20	CR6, CR3, CR2, CR5, CR8, CR5	1		1	Patrolled, speed
2/9/20	CR20, 150th SW., CR21, 290th SW	2		2	Patrolled, speed
2/10/20	CR1, CR34, CR35, CR8, CR5, CR2, CR3, CR6, CR8	1		1	Patrolled, speed
2/13/20	Fosston School Patrol				Patrolled
2/14/20	2nd St., 5th Ave., Hwy 59, 350th St	2		2	Patrolled, equipment, parking in road right of way
2/14/20	US 75, Climax	1		1	Patrolled, equipment
2/14/20	School Patrol Win-E-Mac				Patrolled
2/14/20	School Patrol Fosston				Patrolled

2/17/20	335th Ave Se, Grandstand Court, Hwy 2, 310th Ave SE, N Foss Ave., 6th St NE	3		3	Patroled, equipment, driving conduct, expired tabs
2/17/20	CR1, CR31, 420th St SE	1		1	Patroled, speed
2/18/20	CR9 W., 310th Ave Sw, Hwy 220 W, CR21, CR20	1	1		Patroled, speed
2/18/20	150th Ave Sw., Hwy 102, Hwy 9, CR1	1		1	Patroled, speed
2/18/20	McIntosh, CR8, 400th St SE., Hwy 59, CR1, 420th St SE	2		2	Patroled, speed
2/19/20	CR1, Fertile				Patroled
2/19/20	Fosston School Patrol				Patroled
2/19/20	School Patrol Climax				Patroled
2/19/20	CR9, 380th Ave Sw., Hwy 220, 280th Ave SW	3		3	Patroled, speed
2/19/20	School Patrol Fisher				Patroled
2/19/20	School Patrol Win-E-Mac				Patroled
2/19/20	CR8, McIntosh, CR1	1		1	Patroled, speed
2/20/20	CR12				Patroled
2/20/20	CR21				Patroled
2/21/20	280th St SE, 170th Ave SE, CR38	2		2	Patroled, speed
2/21/20	Hwy 75, CR21	1	1		Patroled, stop sign
2/22/20	CR34, CR36, CR42, CR41, CR10, CR12, CR1, Hwy 59	2		2	Patroled, speed, proof of insurance
2/22/20	CR9				Patroled
2/23/20	CR19, 410th Ave SW	1		1	Patroled, speed
2/26/20	Fisher School Patrol				Patroled
2/26/20	Fosston School Patrol				Patroled
2/27/20	Fosston School Patrol				Patroled
2/27/20	Climax School Patrol				Patroled
2/28/20	CR11, CR46				Patroled
2/28/20	Fosston School Patrol				Patroled
2/29/20	CR2, 200th St, 220th St., 240th Str.	3		3	Patroled, speed
Totals		43	4	39	

Document Service Statistics February 2020

Eviction Summons; Complaint	5
Letter; Affidavit; Other	2
Letter; Subpoena	2
Notice	4
Notice of Cancellation of Contract for Deed	2
Notice of Mortgage Foreclosure Sale; Help for Homeowners Notice; Notice of Homestead	7
Designation; What Happens After The Forclosure Sale; Foreclosure Advice to Tenants	3
Notice of Motion & Motion; Affidavit; Order to Show Cause	2
Order	4
Order; Notice	4
Other	4
Petition; Notice; Order	1
Petition; Summons	1
Subpoena	17
Summons & Complaint	45
Summons; Complaint; Notice of Motion & Motion; Supporting Affidavit	2
Summons & Complaint; Supporting Affidavit	2
Summons & Notice	1
Summons; Notice; Other; Petition	2
Summons; Petition	1
Writ of Recovery and Order to Vacate	3
DANCO	5
Harrassment Restraining Order	9
Order for Continuance of HRO	1
Order for Continuance of OFP	1
Order for Protection	2
Order for Protection Following Hearing	2
Order Granting HRO After Hearing	1
Order to Show Cause for Contempt (Harassment)	1

Paid Services: \$4599.90

No Charge Services: \$1348.14

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 March 1, 2020

Description	Totals	
911 Duplicate Call	3	3
911 Handled by Dispatch	42	42
911 Hang Up	41	41
911 Open Line	3	3
911 Pocket Dial	1	1
Abandoned Vehicle	2	2
Alarm - Residential	2	2
Animal Complaint	9	9
Animal - Lost and Found	3	3
Assault	2	2
Assist Other Agency	38	38
Bad Checks - Fraud	2	2
Burglar Alarm - Audible - Business	2	2
Burglar Alarm - Silent - Business	7	7
Burglary	2	2
Burglary Alarm - Audible - Bank	2	2
Child Protection Report	16	16
Civil Complaint	6	6
Civil Process	221	221
Conservations - Littering/Wildlife	1	1
Damage to Property	4	4
Death - Hospice	1	1
Domestic Violent	2	2
Drugs	3	3
Drugs - Investigation/Information	1	1
DWI COURT CHECK	1	1
Escape	1	1
Fall	1	1
Fire Alarm	1	1
Fire Structure	1	1
Fire Vehicle	1	1
Fraud	2	2
FTA Complaint	7	7
Harassment	4	4
Info	17	17
Intoxicated Subject	2	2
Investigations	3	3
Juvenile Offender	2	2
Juvenile - Other	1	1

Description	Totals	
Medical - Other	3	3
Missing Person	2	2
Motorist Assist	48	48
MVA - Boat, ATV or Snowmobile	1	1
MVA Injury	1	1
MVA - Property Damage	10	10
Order Violation - DANCO, OFP, Restraining Order	5	5
POR Checks	9	9
Probation Violation	1	1
Property - Lost and Found	2	2
Public Assist	30	30
Public Peace	1	1
Public Relations	1	1
Reckless Driver	3	3
Runaway	2	2
School Patrol	83	83
Shoplifting	1	1
Special Detail	2	2
Stolen Property	1	1
Stolen Vehicle	2	2
Suicide Threats	2	2
Suspicious Activity	4	4
Suspicious Person	1	1
Suspicious Vehicle	4	4
Theft	4	4
Traffic - All Other	17	17
Traffic Complaint	6	6
Traffic Hazard	8	8
Traffic Stop	188	188
Transport - Medical by Officer	4	4
Transport - MN Prison or Jail	8	8
Transport - Other	22	22
Transport - Out of State	4	4
Trespass	3	3
Unwanted Person	1	1
Vehicle Complaint	3	3
Vehicle Lock Out	5	5
Violation of Court Order	4	4
Vulnerable Adult	3	3
Warrant	16	16
Welfare Check	13	13
	2	2
Totals	990	990



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: March 24, 2020
AGENDA ITEM: Tire Recycling Contract - 2020

SUMMARY:

1. Polk Co Solid Waste programs has various agreements and contracts with vendors for recycling or material management. A service contract for waste tires is one of those types of contracts.
2. Major increases in Tire Recycling costs have been reported throughout the region. There is predominantly one tire recycler in the upper Midwest – Liberty Tire of Savage, MN.
3. Polk Co received a new contract for service in 2020, raising the rates from \$165/ton to \$200/ton + \$20/ton environmental fee. Other Co's and businesses are incurring tip fees in excess of \$245/ton.
4. Polk Co has experimented with several tire shredding options internally using the Komptech shredder purchased in 2017. Despite barriers by some divisions of MPCA to expanding upon these options, we want to keep that option for any contract.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action/Motion. Approve ESA to execute contract for Tire Recycling service with Liberty Tire of Savage, MN with added language reserving the right to use the tires for any Polk County purpose without penalty.



RECEIVED

FEB 10 2020

POLK COUNTY ENV. SVS.

February 4, 2020

Thank you for being a loyal and valued customer --

We hope you understand that we have been absorbing the rising cost of labor, equipment, liability insurance, transportation costs as well as State and Federal permitting; which have all continued to increase each year. Additionally, we have found the issue of the decline in end-markets, as well as the impact of the import of tires from China has dramatically affected our industry.

Liberty Tire is dedicated to continuing servicing the Midwest and find it necessary to increase our service rates. I have enclosed your new Service Agreement for review and signature – The new pricing will be effective March 1, 2020. Please return via mail, fax: 952-894-5061, or email: psherrier@libertytire.com.

Again, we want to thank you for being a great customer. We will continue to provide you with the best quality service. Please feel free to contact me at any time with any questions - my direct phone number is 952-808-3406.

Sincerely,

Phil Sherrier

Sales Manager

Enclosure

*\$1.65⁰⁰/hr
to
\$2.00⁰⁰/hr*



Contractor: Liberty Tire Services of Ohio, LLC dba
 Liberty Tire Recycling, LLC
 P.O. Box 300
 130 Maine Street
 St. Martin, MN 56376
 Phone: 320.548.3496
 Fax: 320.548.3515

DROP AND HOOK AGREEMENT

Customer Status: New Customer Existing-New Contract Existing-Contract Renewal Price Change Service Change
 Service Type: Drop & Hook Cage Roll Off

Contract Customer / Invoice to: _____ Customer Account number: STM 60672 GMN 56569
 Customer Name: Polk County Environmental Service FEIN No.: _____
 Address: 320 Ingersoll Ave., P O Box 375
 City and State: Crookston, MN Zip Code: 56716
 County: _____ Fax Number: _____
 Phone Number: 218-281-6445
 E-Mail Address: _____

Check One: Proprietor Partnership Corp State of Incorporation: _____

Service: Trailer transportation and processing, recycling and/or disposal of Customer's used tires ("Used Tires").

Service Location:

Location Name: same
 Address: _____
 City and State: _____ Zip Code: _____
 County: _____
 Phone Number: _____ Fax Number: _____
 E-Mail Address: _____
 Service Contact: _____ Title: _____

Effective Date of Service: 03/01/2020 Term: 36 mo. Estimated Volume: _____
 Select one:
 tons per year
 loads per year

Service Fees (Subject to annual adjustment pursuant to Section 3 of the attached General Conditions):

Container Drop Fee: \$ _____
 Container Rent: \$ _____
 Cost Per Load or Ton: \$ 200.00 per (check one): load ton
 Overweight Charge (exceeding 15 tons per load): \$ _____ per (check one): load ton
 Standby Fee: \$ _____ per hour
 Rim Removal Fee: \$ _____ per tire
 Current Diesel Fuel Surcharge: Variable % percentage of billed revenue or charges
 Minimum Billing Per Load (if applicable) _____ tons

Billing Terms: COD Credit

Special Conditions:

- Terms net 30 days
- Customer reserves right to use tires for own purposes w/o penalty
- Environmental fee \$ 20.00 /load
- See strike outs & notes in General Conditions

(Customer to initial below)

JDS
JDS
JDS
JDS

Customer Signature: _____

Jon D. Steiner
 (Authorized Representative)

Date: 3-24-20

Print Customer Name and Title: _____

Env. Svs. Admin.

Contractor Signature: _____

(Authorized Representative)

Date: _____

Print Contractor Name and Title: Phil Sherrier/ Sales

Service Type (select one):

On Call
 Schedule

Service Frequency (select one):

If weekly, estimated collections per week: 1 2 3 4 5 6 7
 If not weekly, then every: 2wks 3wks 4wks 5wks 6wks Other: _____

GENERAL CONDITIONS OF DROP AND HOOK AGREEMENT

Contractor named above or any of its applicable subsidiaries or affiliates performing hereunder ("Contractor") hereby warrants to Customer that all Used Tires collected from Customer shall be recycled, including reuse, in accordance with the used tire rules enacted by governing local, state and federal regulatory agencies.

1. Term. The initial term of this Agreement shall be thirty-six (36) months, commencing on the Effective Date of Service, as may be extended herein ("Term"). ~~At the end of the initial thirty-six (36) month period and on each anniversary thereafter, the Term shall automatically be extended by one (1) additional year unless, at least sixty (60) days prior to the end of the Term, one party hereto notifies the other party hereto, in writing, that it does not wish to extend the Term beyond the then current expiration date.~~ Such automatic extension and option to cancel such automatic extension shall continue until this Agreement expires in accordance with the terms of this provision, or is terminated as otherwise provided herein, or is terminated by the mutual agreement of the parties hereto. Contractor agrees that if Customer no longer requires any Service for its Used Tires due to discontinuance of its business or relocation outside the area in which Contractor provides Service, Customer may terminate this Agreement by delivering written notice to Contractor at least sixty (60) days prior to the intended termination date and making payment of all amounts due Contractor on or before such intended termination date. ~~In the event Customer terminates this Agreement other than as provided above or Contractor terminates this Agreement as a result of Customer's breach, Customer shall pay Contractor, as liquidated damages, a sum calculated as follows: (i) if the remaining Term of this Agreement is twenty-four (24) or more months, Customer shall pay the average of its past monthly charges multiplied by twenty-four (24); or (ii) if the remaining Term of this Agreement is less than twenty-four (24) months, Customer shall pay the average of its past monthly charges multiplied by the number of months remaining in the Term.~~

2. Exclusivity. Contractor has invested—and based upon this Agreement will invest—capital, expertise, time and resources to perform this Agreement. Accordingly, during the Term of this Agreement, (1) Customer agrees to deal, negotiate, and contract exclusively with Contractor for any and all Used Tire related services provided by Contractor to Customer under this Agreement, including without limitation, the transportation, processing, recycling, resale, and/or disposal of Used Tires (collectively, "Services"), (2) Customer agrees not to deal, negotiate, and/or contract with any other person, corporation, or other entity—whether directly and/or indirectly—for Services, and (3) in connection with this Agreement, the parties agree that each will not, directly or indirectly, interfere with, circumvent or attempt to circumvent, avoid, by-pass, hinder, evade, or obviate (a) one another, (b) each other's interests in or to the benefits of this Agreement, and/or (c) the interests or relationships that either party has with any other person, corporation, or other entity including without limitation customers, manufacturers, producers, sellers, buyers, vendors, brokers, dealers, distributors, refiners, and/or shippers to affect, change, increase, decrease, and/or avoid, directly or indirectly, the obligations of one another under this Agreement.

3. Fees, Charges and Payment. Customer shall pay Contractor for its Services in accordance with the Service Fees set forth on the first page of this Agreement and these General Conditions. Customer shall pay Contractor at Contractor's address on page 1 of this Agreement. The Service Fees and other charges set forth herein shall be adjusted after the first anniversary of the Effective Date of Service to reflect (a) increases in the Consumer Price Index, and (b) an annual four percent (4%) increase of all Service Fees and other charges hereunder. The Standby Fee shall be charged if Customer fails to generate a loaded trailer during any calendar month. The Rim Removal Fee shall be charged for each and every Used Tire that has not been derimmed. Customer shall prepay the Trailer Drop Fee and the cost of the first load when the first empty trailer is delivered. Thereafter, Customer shall prepay Contractor for each load when the replacement trailer is delivered unless credit is extended and approved, in which case payment shall be due within fifteen (15) days of invoice. Contractor has the right, in its sole discretion, to pass through to Customer any and all environmental cost recovery charges, environmental compliance charges or other similar charges related to upgrading or maintaining Contractor's facilities, including without limitation such charges which Contractor incurs in order to operate any or all of its facilities at operating standards which are in excess of what may be required by applicable federal, state or local environmental laws or regulations. Interest shall accrue and be charged on all past due amounts at the rate of one and one-half percent (1.5%) per month until paid, and Customer shall pay all costs and expenses incurred by Contractor in collecting any past due amounts, including without limitation reasonable attorneys' fees. If payment is not made when due, or if Customer otherwise breaches the terms of this Agreement and fails to cure the same within five (5) days of written notice of such breach, Contractor may remove any equipment on Customer's premises, suspend the provision of Services and/or terminate this Agreement upon written notice to Customer, in which event Contractor shall be entitled to recover all amounts then due and, in the event of termination, the liquidated damages described above.

4. Fuel Surcharge. Contractor may impose a fuel surcharge in the event the cost of diesel fuel increases at any time, or from time to time, during the Term. The fuel surcharge shall be calculated based on increases in the cost of diesel fuel as published by the Energy Information Administration of the US Department of Energy (www.eia.doe.gov) ("EIA") as determined by Contractor at any time, or from time to time, during the Term of this Agreement over a base cost of \$1.30 per gallon (the "Fuel Surcharge Percentage"). The resulting Fuel Charge Percentage shall be multiplied by the aggregate of Customer's billed Service Fees and other charges for the period determined by Contractor in order to determine the amount of such fuel surcharge. The fuel surcharge as of the date of execution of this Agreement shall be the percentage set forth on page 1 of this Agreement, and may be increased or decreased at any time, or from time to time, by the Contractor as necessary and appropriate.

5. Governmental Taxes, Fees and Charges. Customer shall be responsible for any and all taxes, fees or other charges imposed by local, state or federal laws and/or regulations upon the collection, transportation, processing, recycling and/or disposal of Customer's Used Tires.

6. Equipment. The word "equipment" as used in these General Conditions shall mean over-the-road bulk trailers provided by Contractor to Customer for the storage and transportation of Used Tires. All equipment shall remain the property of Contractor and Customer shall have no right, title or interest in such equipment. Contractor shall have the absolute right to remove or replace any and all equipment at any time, and Customer shall be obligated to eliminate any obstruction that might hinder Contractor in removing or replacing the equipment. Customer shall provide a stable, paved parking space for the equipment, and shall not overload, move or alter the equipment, or use the equipment for purposes other than the storage of Used Tires to be collected by Contractor. Customer shall be responsible for the equipment's safekeeping, and shall be liable to Contractor for all loss and/or damage to the equipment while in Customer's possession (including fire and theft) except for reasonable wear and tear. On collection day, Contractor shall have clear, unimpeded access to the equipment. If the equipment is blocked so as to delay or prohibit collection, any additional collection cost shall be classified as an extra pick-up and charged to Customer's account. Customer agrees to carry insurance with sound and reputable insurers against fire, theft and other hazards, in such forms and in such amounts so that the value of the equipment located on Customer's premises shall at all times be covered from all such losses and risk and as Contractor may reasonably require, for the benefit of Customer and Contractor. Upon request, Customer shall provide Contractor with an insurance certificate evidencing the foregoing coverage. Customer shall not sell, lease, lend, move, transfer, encumber or pledge any equipment located on Customer's premises or allow any third parties to move or encumber the equipment located on Customer's premises. Customer shall give its secured lenders notice that Customer does not have an ownership interest in the equipment.

7. Used Tires. Customer warrants to Contractor that all Used Tires delivered by it hereunder shall not have been knowingly subject to any safety recall, whether official or unofficial, and not otherwise subject to a 'destroy only' obligation. Customer also warrants that the Used Tires delivered to Contractor shall be in as dry a condition as possible (no more than 10 milliliters of water in each) and shall be free of oil, petroleum and any other hazardous or toxic wastes as defined by local, state or federal laws and/or regulations. It is understood and agreed that Customer shall not deliver to Contractor any split or chopped tires, solid rubber tires, baled tires, tires containing a heavy accumulation of dirt, or tires exceeding 54 inches in height or 16 inches in width or any waste other than Used Tires (collectively, "Unacceptable Waste"). Customer further agrees that if any Unacceptable Waste is delivered by Customer, Contractor may, at its election, (i) return such Unacceptable Waste to Customer, or (ii) charge a supplemental fee to Customer for special handling and/or disposal of such Unacceptable Waste.

SEE # 2 SPECIFIC CONDITIONS

Knowingly

Customer initials _____
Date _____

8. **Title.** Title to the Used Tires shall pass to Contractor upon either the (i) payment of Contractor's Service Fees and other charges due for such Used Tires, or (ii) removal of such Used Tires by Contractor from Customer's premises. If Customer fails to pay Contractor's Service Fees and/or other charges, Contractor, at its option, may unload and/or return Customer's Used Tires, in which event Customer shall remain liable to Contractor for 100% of the Service Fees and other charges due for such Used Tires. Notwithstanding the foregoing, title to and liability for Non-Conforming Tires shall always remain with Customer.

9. **Provision of Services.** To the extent not otherwise covered by insurance, Contractor shall be responsible for damages to Customer's property directly resulting from any actions of Contractor, its agents or employees in connection with providing the Services to Customer pursuant to this Agreement; provided, however, that Contractor shall not be responsible for any damages if Customer was aware of any condition affecting Customer's property which contributed to or caused such damage and did not inform Contractor.

10. **Indemnity and Related Provisions.** Customer agrees to pay, indemnify, defend, and hold harmless Contractor and its employees, agents, and representatives from and against any and all claims, causes of actions, controversies, demands, damages, losses, costs, fines and/or liabilities (collectively, "Causes of Action") relating to and/or arising out of (1) the operation, use, or possession of the equipment by Customer, (2) each and every deficiency, defect, characteristic, and/or other condition of Customer's property and/or Used Tires, including the delivery of Unacceptable Waste, (3) Customer's breach or nonperformance of any covenant, provision, representation or warranty made by Customer hereunder, (4) Customer's activities in connection with this Agreement or the Services, and (5) Customer's violation of any laws or regulations, save and except for Causes of Action resulting from Contractor's willful misconduct or grossly negligent conduct. This provision applies to and includes without limitation claims and causes of action for death, personal injury, and/or damage to property or the environment. This indemnification specifically includes any injury to Customer's employees that may result from the employee's handling or loading of Used Tires.

11. **Insurance.** In addition to Customer's obligations under Section 6 hereof, Customer shall maintain insurance in types and amounts appropriate for similarly situated persons. Without limiting the foregoing, Customer shall carry insurance adequate to cover all potential liabilities related to its business and its indemnification obligations under this Agreement.

12. **Right to Compete.** Customer grants Contractor the right to compete with any offer which Customer receives (or intends to make) relating to the provision of Used Tire collection, transportation, processing, recycling, resale and/or disposal services upon the termination of this Agreement, and agrees to give Contractor written notice of any such offer and a reasonable opportunity to respond to it. If Contractor agrees to provide services on the same terms as those set forth in the offer, Customer shall contract with Contractor for such services.

13. **Selling Used Tires.** Customer recognizes the value to the Contractor for those used tires that can be culled and sold as a used tire. The parties further acknowledge and agree that the pricing of the Service Fees set forth in this Agreement is premised upon no theft or diversion of Used Tires from the locations. Customer shall implement procedures to ensure individuals or businesses do not take, purchase, or damage such good used tires from the Customer's locations. Customer shall take precautions to keep used tires secure and contained to eliminate the risk of tire theft or damage. If such theft occurs, Customer shall provide Contractor access to its loss prevention department and cooperate with all investigations and possible prosecutions of such theft perpetrators. If such theft continues, Contractor, at its sole discretion, may increase Service Fees for that particular location.

14. **Default and Remedies.** In the event either party breaches this Agreement and fails to cure any such breach within five (5) days of written notice thereof, the non-defaulting party shall have all rights and remedies set forth in this Agreement and all rights and remedies available at law or in equity.

15. **Force Majeure.** Except for their respective obligations to pay any sums of money due hereunder, each party hereto shall be excused for any delay or failure in the performance of their respective obligations hereunder, and shall not be liable for failure to perform or considered in default hereunder, if and to the extent that such delay or failure is caused by occurrences beyond such party's reasonable control and is not caused by such party, including, but not limited to, governmental laws or regulations, strikes or other labor disputes, civil commotion, sabotage, acts of terrorism, war, fire, casualty, flood, earthquake, explosion, weather, or acts of God.

16. **Notice.** Any notice to be given hereunder shall be in writing and shall be delivered by hand, certified mail or overnight courier to the respective party at the address set forth on the first page of this Agreement or such other address as either party shall designate by written notice to the other party. Any such notice shall be deemed effectively served as of the date of delivery unless delivery is refused or cannot be made, in which event notice shall be deemed given upon mailing.

17. **Waiver.** The failure of Contractor or Customer to enforce, at any time or for any period of time, any one or more of the provisions of this Agreement shall not be construed to be, and shall not be, a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision; provided, however, final payment to Contractor constitutes a full and final release of any claims that Customer may have against Contractor.

18. **Severability.** If any provision of this Agreement is determined to be illegal or unenforceable, such provision shall be deemed amended to the extent necessary to conform to applicable law, or, if it cannot be so amended without materially altering the intention of the parties, it shall be deemed stricken and the remainder of this Agreement shall remain in full force and effect.

19. **Governing Law & Venue.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to conflict of laws principles, and any suit or cause of action brought to enforce the terms of this Agreement shall only be heard in the appropriate court of Allegheny County, Pennsylvania.

20. **General Provisions.** This Agreement (i) constitutes the entire contract between the parties with respect to the Services contemplated hereunder, (ii) may only be changed, modified or amended by a writing signed by both parties hereto, and (iii) shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto. The representations, warranties and indemnifications contained herein shall survive the termination of this Agreement. If any conflict or differences exist in this Agreement between items that are printed and those that are typed or written, the typed or written language shall govern. Each party agrees, represents and warrants to the other that it has not made, and makes no statements, representations and/or warranties that are not contained in this Agreement, and neither party has relied on any fact, statement, representation, and/or warranty that is not contained in this written Agreement. Each party hereby represents and warrants that the execution and performance of this Agreement have been duly authorized by such party and that this Agreement is a valid and binding obligation of such party, enforceable in accordance with its terms. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original but all of which shall be deemed to be one and the same instrument. A facsimile or pdf signature binds the same as an original.

Customer Initials _____
Date _____



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: March 24, 2020
AGENDA ITEM: 2020 SCORE Resolution

SUMMARY:

1. In 1989 the State of MN formed the Select Committee On Recycling & Environment (SCORE) to adopt recycling goals, requirements and funding support (SCORE Payment) in the form of a pass-through grant to fund up to 75% of the recycling program costs (25% funding from local). SCORE funding by MN is through a tax on solid waste.
2. Polk Co receives the pass-through funding each year. Despite the tax revenues going up, the SCORE funding level has not kept up with recycling program expenses. SCORE funds represent <25% of the recycling budget.
3. The State – through the Minnesota Pollution Control Agency (MPCA) – has informed Co's that MN Admin office has required each county to pass a resolution each year to now receive the SCORE fund payments.
4. The resolution the MPCA provided to Co's has language and terms contained within it which are of a concern or unnecessary. Revisions continue to come out of the MPCA office to address them. Resolutions are due 4/01/20.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Action/Resolution. If a boilerplate resolution from the MPCA is received prior to the Board meeting, it will be provided for consideration and passage.

SCORE GRANT AGREEMENT FY20-21

State of Minnesota
Doc Type: Contract/Grant Reference

SWIFT Contract Number:
AI:
Activity ID: PRO20200

A. COVERSHEET WITH SIGNATURES

1. ORGANIZATION ("Grantee") INFORMATION	
Name	
2. ORGANIZATION ("Grantee") AUTHORIZED REPRESENTATIVE	
Name	
Address	
City, State, Zip code	
Phone Number	
Email	

3. MPCA ("State") AUTHORIZED REPRESENTATIVE	
Name	Jeannie Given
Address	520 Lafayette Road North
City, State, ZIP	St. Paul, MN 55155
Phone	651-757-2459
Email	jeannie.given@state.mn.us

4. ORGANIZATION ("Grantee") SIGNATURE	
SIGNATURE OF OFFICIAL WITH AUTHORITY TO SIGN:	
NAME _____	
SIGNED _____	DATE: _____
I certify I have read the Grant agreement and will comply with all provisions including additional state, local, federal regulations and policies governing the funding that apply to my organization.	

B. GRANT AGREEMENT

1. Term of Grant Agreement

A. Effective date:

April 1, 2020, or the date the State obtains all required signatures, whichever is later.

B. Expiration date:

June 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

C. Survival of Terms.

The following clauses survive the expiration or cancellation of this Grant agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2. Grantee's Duties

The Grantee will carry out all duties under this agreement in accordance with Minn. Stat. § 115A.557.

3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed in accordance with Minn. Stat. § 115A.557 to the State's satisfaction, as determined by the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

5. Terms of Payment

Payment amounts will be distributed according to Minn. Stat. § 115A.557, Subd.1.

6. Assignment Amendments, Waiver, and Grant agreement Complete

A. Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.

B. Amendments

Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

C. Waiver

If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

D. Grant Agreement Complete

This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

7. Liability

Each party will be responsible for its own acts and behavior and the results thereof.

8. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

9. Government Data Practices and Intellectual Property Rights

A. Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

B. Intellectual Property Rights

(a) Intellectual property rights. All rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Grant shall be jointly owned by the Grantee and the State. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and Contractors, either individually or jointly with others in the performance of this grant agreement. Works include "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement. The ownership interests of the State and the Grantee in the Works and Documents shall equal the ratio of each party's contributions to the total costs described in the budget of this grant agreement, except that the State's ownership interests in the Works and Documents shall not be less than fifty percent (50%). The party's ownership interest in the Works and Documents shall not be reduced by any royalties or revenues received from the sale of the products or the licensing or other activities arising from the use of the Works and Documents. Each party hereto shall, at the request of the other, execute all papers and perform all other acts necessary to transfer or record the appropriate ownership interests in the Works and Documents.

(b) Obligations.

- (1) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively

reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.

- (2) **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the joint property of the State and Grantee, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.
- (3) **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this grant agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.

10. Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. Publicity and Endorsement

A. Publicity

Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must use the MPCA logo and language provided by the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

B. Endorsement

The Grantee must not claim that the State endorses its products or services.

12. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this Grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Termination

A. Termination by the State

The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

B. Termination for Cause

The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

C. Termination for Insufficient Funding

The State may immediately terminate this grant agreement if:

- (a)** It does not obtain funding from the Minnesota Legislature
- (b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14. Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

15. Availability of Records

In the event a monitoring visit(s) is required by the State, the Grantee shall cooperate with the State and shall comply with the State's request for documentation and other information, before, during and/or after the visit(s).



Board of Commissioners

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

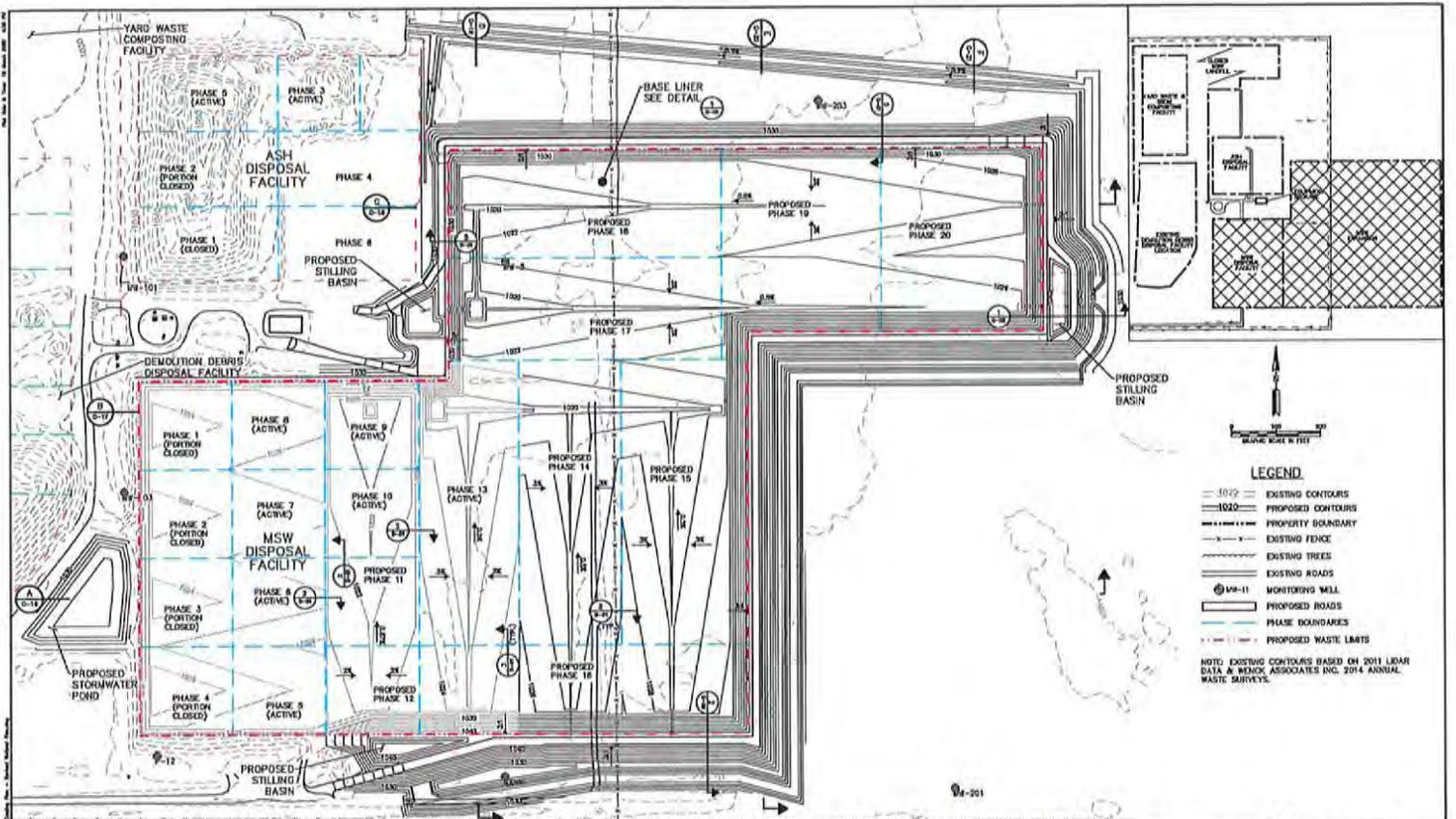
TO: POLK COUNTY BOARD OF COMMISSIONERS
FROM: JON STEINER, ENV. SVS. ADMIN.
MEETING DATE: March 24, 2020
AGENDA ITEM: Landfill Expansion – Wetland Replacement

SUMMARY:

1. Polk County applied to the Minnesota Pollution Control Agency (MPCA) for a renewal of its Landfill (LF) Complex Permit in 2015.
2. The MPCA issued the LF Permit renewal in 2017. It was contingent upon completion and approval of certain elements of the LF Permit process. Wetland delineation, flora/fauna survey and other wetland replacement requirements were some of those elements.
3. The wetland delineation and flora/fauna survey have been completed. A Minnesota Threatened Species of Plant – the *Carex Sterilis* (Sterile Sedge) was found within the southeastern portion of the LF expansion area.
4. Efforts to secure permits and approvals to address the Sterile Sedge and wetland issues have been met with opposition from Local/State/Federal regulatory agencies.
5. Polk has prepared options which include proceeding with original plan, reduced footprint option and modified expansion option have been presented to the 6-County Advisory Board for their input.
6. Polk County Solid Waste requires direction from Board on long-term planning and permitting.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. Information/Action. Information on the options available will be presented for Board consideration. If consensus on direction is reached, to take action directing process. If no consensus is reached, information for consideration and action at later date.



REV	REVISION DESCRIPTION	DATE	APP	REV DATE
1	ISSUED FOR REVIEW	06/01/15		

NO.	DATE	BY	CHKD BY

NO.	DATE	BY	CHKD BY

WENCK ASSOCIATES
 Responsive partner. Exceptional outcomes.
 330 FORTHER DR. SUITE 400
 POLK COUNTY, MINN. 56103 (701) 297-8800

PROJECT FILE	DATE FILED
POLK COUNTY LANDFILL FURBER MODIFICATION	
POLK COUNTY LANDFILL	
GENTLY, MINNESOTA	

PROJECT FILE	DATE FILED
MSW LANDFILL BASE LINER GRADING PLAN	
DATE BY: DWB/JCL	DATE: JUNE 2015
DATE BY: MOC/JCL	DATE: AS NOTED
PROJECT NO: 0548-0028	
DRAWING NO: C-02	
REV NO: A	



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: March 24, 2020
AGENDA ITEM: Amendment #01 - CY2020 - CY2022
Polk County Roll-off Hauling Contract

SUMMARY:

1. Polk County bid its Roll-off Hauling Contract for CY 2020 – CY 2022. This bid allows for extension after the term of the bid for up to an additional 3 years upon mutual agreement by both parties.
2. The Roll-off Hauling Contract includes service for material hauling between Crookston Transfer Station, Gentilly Landfill Complex and Fosston Resource Recovery Facility. Key services include: ash hauling, leachate hauling, fines hauling, demolition debris hauling.
3. Bids were set to all licensed waste haulers who indicated roll-off service, and was published in the official paper.
4. Lenex Sand & Gravel was awarded the bid on 11/26/19.
5. There was a defect in the bidders bid sheet. They had indicated they wanted to maintain the same bid amount with a percent increase. However, they missed one related to hauling between Crookston Transfer Station and the Appliance Storage Site – previously valued at a flat \$100/load.
6. Lenex would like to use the flat rate of \$100/load for hauling appliance roll-offs between the Transfer Station and Appliance Site added to the contract at the same rate as previous (no percent increase).

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. ACTION ITEM. Approval of Amendment #01 to the CY 2020 – 2022 Polk County Roll-off Hauling Contract to Lenex Sand & Gravel of Fosston, MN.

CY 2020 – 2022 Roll Off Hauling Contract

Amendment to Contract – 01

03-24-20

The HAULER has requested a change to a defect in their bid related to the hauling of roll-off containers containing loose appliances from the Crookston Transfer Station to the Crookston Appliance Site (located behind American Crystal Sugar at the old Transfer Station site).

Work on this item in the contract includes: *picking up the container, ensuring load is secured, transporting it to the ACS site (about 1 mile away), unlocking/opening the gate, entering the facility, closing the gate, transportation to the Appliance Site, unlocking/opening the gate, opening container doors, depositing material, closing the container, closing/locking gate, driving to ACS gate, opening and exiting facility, closing/locking gate, transporting empty container back to the Transfer Station, replacing the container.*

Original Contract Language:

The original contract requests a price per mile between the Crookston Transfer Station and Crookston Appliance Site for hauling roll-off containers full of appliances.

Amended Contract Language:

The amended contract language shall use a flat fee of \$100 per load for all roll-off containers full of appliances to be transported between the Crookston Transfer Station and Crookston Appliance Site.



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: 03-24-2020

AGENDA ITEM: New or Low Hour Used Motorgrader

SUMMARY:

1. Attached is the abstract of quotes received to furnish a new motorgrader.
2. Lowest responsible quote is ????.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion by _____ seconded by _____ to award the quote to ???? in the amount of \$?????



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: 03-24-2020

AGENDA ITEM: Radio's for Highway Department

SUMMARY:

1. Attached are two quotes concerning the radio's that are used by the Polk County Highway Dept.
2. First is a quote to replace all the existing vhf narrow band radios with new 800 mhz radio's.
3. These radio's would work off the same tower as Polk County Sheriff and would be able to communicate between departments during a disaster.
4. Second Quote is for fixing the antenna for the vhf narrow band radios. This would require Stones to climb the tower and replace the existing antenna.
5. Our vhf radio's can not communicate with Dispatch/Sheriff's Dept/Fire and Rescue/EMS during a disaster.
6. Would be able to cover these expenses without changing the budget due to savings in other areas of the budget
7. Recommend Replacing Radios at this time.

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion by _____ seconded by _____ to approve the quote with Stones Radio of Grand Forks to ??? in the amount of \$?????

STONE'S

Mobile Radio Incorporated

1550 47th Ave South Grand Forks, ND 58201 Tel: (701) 772-6691

Sales Quotation

Quotation #: 02038917

Quote Valid For: 30 Days

Date: 3/19/2020

Acct Rep: Kevin Praska

From:

Stone's Mobile Radio, Inc
1550 47th Ave S

Grand Forks, ND 58201

Telephone: (701) 772-6691

Fax: (701) 772-7096

PO Reference Number:

Acct#: POCOH

POLK COUNTY HWY DEPT
820 OLD HWY 75 SOUTH

CROOKSTON MN 56716

Telephone: 218-470-8267

Contact: RANDY HUOT

QTY	DESCRIPTION	UNIT PRICE	TOTAL
26.00	APX1500 800 MOBILE	2,655.50	69,043.00
4.00	APX900 7/800 PORTABLE	2,296.70	9,186.80
30.00	RADIO PROGRAMMING	76.92	2,307.60

Subtotal: 80,537.40

Sales Tax: 0.00

Quotation Total: 80,537.40

Terms:

Warranty:

Notes:

Furnish new ARMER 1500 mobiles and APX 900 portables for Highway Dept.

STONE'S

Mobile Radio Incorporated

1550 47th Ave South Grand Forks, ND 58201 Tel: (701) 772-6691

Sales Quotation

Quotation #: 02038798

Quote Valid For : 30 Days

Date: 3/9/2020

Acct Rep: Mike Nielsen

From:

Stone's Mobile Radio, Inc
1550 47th Ave S

Grand Forks, ND 58201

Telephone: (701) 772-6691

Fax : (701) 772-7096

PO Reference Number:

Acct#: POCOHI

POLK COUNTY HWY DEPT
820 OLD HWY 75 SOUTH

CROOKSTON MN 56716

Telephone: 218-470-8267

Contact : RANDY HUOT

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1.00	150-160 DIPOLE	1,395.00	1,395.00
350.00	ANDREW 7/8" FOAM HELIAX	7.16	2,506.00
2.00	ANDREW MALE SILVER 7/8" L	65.34	130.68
1.00	CONTRACT LABOR	5,500.00	5,500.00
6.00	LABOR CHARGE	98.00	588.00
90.00	MILEAGE CHARGE	0.59	53.10
6.00	SHOP SUPPLIES	6.86	41.16
1.00	SHIPPING & HANDLING	150.00	150.00
2.00	GROUND KIT	43.20	86.40
5.00	HANGER CLIP	60.46	302.30
2.00	HOISTING GRIP	59.30	118.60

Subtotal: 10,871.24

Sales Tax: 0.00

Quotation Total: 10,871.24

Terms:

Warranty:

Notes:

Replace antenna and coax at Marcoux



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: 03-24-2020

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

SUMMARY:

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

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

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



Board of Commissioners

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

TO: POLK COUNTY BOARD OF COMMISSIONERS

FROM: Richard Sanders, County Engineer

MEETING DATE: 03-24-2020

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

SUMMARY:

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

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

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



Board of Commissioners

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: 03-24-2020

AGENDA ITEM: SAP 060-620-018 CSAH 20 from CSAH 19 to CSAH 21

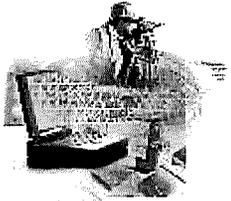
SUMMARY:

1. Bids were received Friday March 13, 2020 at 2pm electronically
2. Bids were abstracted and the lowest responsible bidder was Knife River Materials of Bemidji, MN in the amount of \$552,441.70
3. Abstracts to be handed out at Board Meeting

ACTION REQUESTED: (INFORMATION ONLY/MOTION/RESOLUTION)

1. A motion was made by _____ seconded by _____ to award SAP 060-620-018 to Knife River Materials of Bemidji, MN in the amount of \$552,441.70 and have the Chair and Administrator sign the contracts.

3/13/2020



**PCHD
Contract Bid Abstract**

Contract No.: 1307
Project No.: SAP 060-620-018
Bid Opening: 03/13/2020 2:00 PM

Project: SAP 060-620-018 - CSAH 20 - Bituminous Overlay					Knife River Materials		RJ Zavoral & Sons, Inc.	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	
2	2104.503 SALVAGE AGGREGATE SHOULDERING	L F	29000	\$0.09	\$2,610.00	\$0.87	\$25,230.00	
1	2104.504 REMOVE BITUMINOUS PAVEMENT	S Y	1200	\$9.50	\$11,400.00	\$9.30	\$11,160.00	
3	2105.604 GEOGRID	S Y	1350	\$4.50	\$6,075.00	\$2.85	\$3,847.50	
14	2211.509 AGGREGATE BASE CLASS 5 MOD	TON	800	\$17.00	\$13,600.00	\$19.50	\$15,600.00	
4	2221.509 SHOULDER BASE AGGREGATE CLASS 1	TON	600	\$20.00	\$12,000.00	\$22.00	\$13,200.00	
5	2232.504 MILL BITUMINOUS SURFACE (1.5")	S Y	700	\$4.50	\$3,150.00	\$10.95	\$7,665.00	
6	2232.603 MILLED RUMBLE STRIPS	L F	29000	\$0.35	\$10,150.00	\$0.50	\$14,500.00	
7	2360.509 TYPE SP 9.5 BITUMINOUS MIXTURE FOR PAVER LEVELING (2,B)	TON	2700	\$54.25	\$146,475.00	\$58.50	\$157,950.00	
8	2360.509 TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	6200	\$54.25	\$336,350.00	\$58.50	\$362,700.00	
9	2563.601 TRAFFIC CONTROL	LS	1	\$5,080.00	\$5,080.00	\$7,925.00	\$7,925.00	
10	2580.503 INTERIM PAVEMENT MARKING	L F	2500	\$0.35	\$875.00	\$1.00	\$2,500.00	
11	2582.503 4" SOLID LINE PAINT	L F	6000	\$0.09	\$540.00	\$0.10	\$600.00	
12	2582.503 6" SOLID LINE PAINT	L F	30000	\$0.13	\$3,900.00	\$0.14	\$4,200.00	
13	2582.503 4" BROKEN LINE PAINT	L F	2630	\$0.09	\$236.70	\$0.10	\$263.00	
Totals for Project SAP 060-620-018						\$552,441.70		\$627,340.50
Totals for Contract 1307						\$552,441.70		\$627,340.50

I hereby certify that this is an exact reproduction of bids received.

Certified By: _____ License No. _____
 Date: _____

RESOLUTION OF THE POLK COUNTY
BOARD OF COMMISSIONERS

**Restricting Public Access To County Buildings
During The Novel Coronavirus Outbreak Of 2020**

RESOLUTION (2020-35)

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

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

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

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

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

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

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

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

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

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



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: SARAH REESE – PUBLIC HEALTH

MEETING DATE: March 24, 2020

AGENDA ITEM: COVID-19 UPDATE

SUMMARY: Update information on COVID-19

ACTION: For information only