

JANUARY 21, 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., January 21, 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 for January 21, 2020 adding No. 4 under the Consent Agenda, adding James Aubol and Robert Herkenoff regarding County Road 11 and adding No. 5 under Karen Warmack/Social Services.

REVISED CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised Consent Agenda for January 21, 2020 adding No. 4:

1. Approve Commissioner Warrants: General Revenue Fund, \$187,520.71; Public Works Fund, \$139,416.02; Social Services Fund, \$174,454.67; Public Safety Fund, \$134,064.61; Public Health Fund, \$29,207.90; Forfeited Tax Sale Fund, \$175.00; CAP Grant Project, \$2,696.00; Special Assessments (Ditch) Fund, \$4,452.80; Environmental Services Fund, \$24,437.97; Resource Recovery Fund, \$61,041.86; Landfill Fund, \$40,814.84 Per Diems, \$1,725.00; Meal Reimbursements (without overnight lodging), \$365.83 and Sign Audit List.
2. Approve the December 17, 2019 Board minutes.
3. Approve payment to Stein's Inc., Moorhead, MN in the amount of \$254.00 for custodial supplies for the Facilities Department.
4. *Approve payment to U.S. Bank in the amount of \$111.37 for custodial supplies for Facilities Department and supplies for Finance Department.

****TAXPAYER CONCERN – COUNTY ROAD 11**

James Aubol and Robert Herkenoff, Crookston, MN appeared before the Board with concerns regarding the proposed alteration/lowering of County Road 11. Mr. Herkenoff and Mr. Aubol are both opposed to the lowering of County Road 11.

COUNTY BOARD MEMBER ISSUE FORUM

1. Re-appoint Jerry Erickson (East Polk County) to The Board of Directors of the Red River Valley Development Association. A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to re-appoint Jerry Erickson, Director from East Polk County as a representative on the Board of Directors of the Red River Valley Development Association for a 3 year term (March 6, 2020 – March 6, 2023)

2. Commissioner Jacobson brought forth that he attended a RTCC (Regional Transportation Coordinating Council) meeting. He also participated in a Maple Lake Improvement Association meeting where the focus was on canopy structures on the water.
3. Commissioner Strandell brought forth that he attended a Radio Board meeting where the leadership was reorganized. A committee was formed to address the recruitment and training of dispatchers. He also participated in Tri-County Community Corrections meeting.
4. Commissioner Willhite brought forth that he attended the Tri-Valley Opportunity Council meeting where the focus was the Head Start grants. He also attended a LARL meeting where the focus was the security of the Moorhead facility.
5. Commissioner Lee brought forth that she attended a Strengthening Public Health Committee meeting. She also attended an East Polk County Soil and Water Conservation District meeting and a DAC meeting. She has received calls of concerns regarding road issues, snow removal and mail box damages.
6. Commissioner Diedrich brought forth that he attended the Tri-County Community Corrections meeting and the Tri-Valley Opportunity Council meeting. He also brought forth that he had received a letter regarding buffer strips. In addition he also participated in Law Library meeting where the focus was technology updates to the 4 courtrooms.

SOCIAL SERVICES

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

1. Contract with NWMHC to Provide Mental Health Services to Adults and Children

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the NWMH Contract to provide mental health services to adult and children as presented. (Contract on file in the Administrator's Office)

2. Contract with NWMHC to Provide CSP, Crisis Services and Adult Mental Health Initiative Services

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the NWMH Contract to provide CSP, Crisis Services and Adult Mental Health Initiative Services. (Contract on file in the Administrator's Office)

3. Regional Crisis Grant Amendment

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve amending the Crisis Grant as presented and accept the \$45,454.00 additional funds for staff training to deliver Mental Health Crisis Services. (Amendment on file in the Administrator's Office)

4. Eligibility Worker Replacement

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve refilling the Eligibility Worker position and any subsequent position vacancies occurring as a result of this action.

5. *Accounting Technician**

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve refilling the Accounting Technician position and any subsequent position vacancies occurring as a result of this action.

COUNTY ATTORNEY

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

1. Assistant County Attorney Vacancy

Due to the resignation of Charles Curtis, Assistant County Attorney a motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve filling the Assistant County Attorney position in the County Attorney’s Office.

FINANCE

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

1. Resolution (2020-08) Auditor Warrant Updated Listing

RESOLUTION (2020-08)
Auditor Warrant Updated Listing

The following resolution (2020-08) was offered by Commissioner Strandell:

BE IT RESOLVED, That pursuant to Minnesota Statutes 375.18, Subd. 1b. that the Polk County Board of Commissioners and Polk County Administrator will allow the following claims be paid as an Auditor Warrant upon internal accounting processing:

- Utilities (Gas, Lights, Garbage, Telephone, Postage, P.O. Box Fees)
- Contracts
- Specific Items Pre-Approved by the Board
- Court Orders
- Grants
- Lease Agreements
- Maintenance Agreements
- Billing Being Paid with Drug Forfeiture Funds
- County Attorney Contingency Fund Payments
- County Attorney Fines & Fees Fund Payments
- Polk County Attorney/Victim Services (Medical Services for Victims)
- Court Administration (Court Appointed Attorney Fees/Medical Evaluations)
- Polk County Public Health (Walmart Purchases)
- Cole Papers, Inc., Fargo, ND
- Fertile Oil, Fertile, MN
- Crookston Fuel, Crookston, MN
- Late/Past Due Claims for Various Vendors

WEX Bank & Other Fuel Purchases
In-State Registration Fees for Staff Education/Trainings
Stein's Inc.

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

SHERIFF

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

- 1. Resolution (2020-09) Accepting Financial Donations From Bailey Throne Post 596 American Legion On Behalf Of Polk County Sheriff's Office**

RESOLUTION (2020-09)
Resolution Accepting Financial Donations
From Bailey Throne Post 596 American Legion
On Behalf Of Polk County Sheriff's Office

The following resolution (2020-09) was offered by Commissioner Strandell:

WHEREAS, Bailey Throne POST 596 American Legion made a financial donation of \$1,000.00 to support a K-9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept these financial donations on behalf of Polk County Sheriff's Office and put towards a K-9 Program.

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

1. The financial donations from Bailey Throne POST 596 American Legion which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for a K-9 Program. This money would be for the purchase of equipment and dog.

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

- 2. Resolution (2020-10) Accepting Financial Donations From McDonough K-9 on Behalf of the Polk County Sheriff's Office**

RESOLUTION (2020-10)
Resolution Accepting Financial Donations From McDonough K-9
On Behalf Of Polk County Sheriff's Office

The following resolution (2020-10) was offered by Commissioner Diedrich:

WHEREAS, McDonough K-9 made a donation of a K-9 and Training valued at \$17,500.00 to support a K-9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept the donation on behalf of Polk County Sheriff's Office for the K-9 Program.

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

1. The donation from McDonough K-9, which is listed above, is hereby accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for the K-9 Program.

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

3. Resolution (2020-11) Accepting Financial Donations From Polk County Sheriff's Office Records Staff and Dispatchers on Behalf of Polk County Sheriff's Office

RESOLUTION (2020-11)
Resolution Accepting Financial Donations
From Polk County Sheriff's Office Records Staff and Dispatchers
On Behalf Of Polk County Sheriff's Office

The following resolution (2020-11) was offered by Commissioner Strandell:

WHEREAS, Polk County Sheriff's Office Records Staff and Dispatchers made a financial donation of \$178.36 to support a K-9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept these financial donations on behalf of Polk County Sheriff's Office and put towards a K-9 Program.

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

1. The financial donations from Polk County Sheriff's Office Records Staff and Dispatchers, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for a K-9 Program. This money would be for the purchase of equipment and dog.

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

4. Hire One Full-Time Deputy Sheriff to Replace Vacant Position

Due to a resignation a motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve hiring one full-time Deputy Sheriff to replace the vacant position.

PUBLIC HEALTH

Sarah Reese, Public Health Director along with Kirsten Fagerlund, Public Health came before the Board with matters pertaining to Public Health:

1. Appoint Youth Advisory Board Members

Existing Youth Advisory Board Members were introduced to the Board. Kolton Crocker (WEM), Teegan Olson (WEM), Audrey Harbott (CRK), Mya Bowand (EGF), Caden Johnson (FB). A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to appoint Aubree Swenby (Fertile), Kallie Hand (WEM), Jaime Carlin (Fosston), Ella Weber (Crookston), Kasumi Lee (EGF) and Dawson McDonald (EGF) as Polk County Public Health Youth Advisory Board Members from January 1, 2020 through December 31, 2021.

2. Federal Tobacco 21 Legislation

Discussion was held with the Board regarding the Federal Tobacco 21 Legislation. On December 20, 2019 the President signed legislation to amend the Federal Food, Drug and Cosmetic Act and raise the federal minimum age of sale of tobacco products from 18 to 21 years nationwide. It is now illegal for a retailer to sell any tobacco product – including cigarettes, cigars & e-cigarettes to anyone under 21. This policy is often called Tobacco 21.

PROPERTY RECORDS

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

1. Compliance Fund Expenditure

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to accept the updated quote for materials from Northern Lumber, Inc., Crookston, MN in the amount of \$3,093.30 to repair the counter within the Taxpayer Service Center. A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the quote for labor from Ryan Trudeau Construction LLC, Crookston, MN in the amount of \$1,850.00 to repair the counter within the Taxpayer Service Center.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS
DATED 01/24/2020
APPROVED 01/21/2020

<u>Vendor Name</u>	<u>Amount</u>
Al's Electric Inc	4,622.55
American Solutions For Business	7,382.20
Ameripride Linen & Apparel Service	2,081.84
Assoc Of Mn Counties	18,186.00
At- Scene LLC	3,000.00
Bert's Truck Equip Of Moorhead	3,087.85
Church & Dwight Co Inc	18,635.28
CIVICPLUS	9,849.00
Code 4 Services Inc	56,262.26
Compass Minerals America	5,744.99
Crookston Fuel Company	5,652.90
ESRI	35,000.00
Evenaire Systems Inc	6,300.00
Fosston Municipal Utilities	2,446.55
Grove Mechanical Inc	3,103.21
Hennen Equipment Inc	6,151.14
Interstate Billing Service	8,063.72
Iteris Inc	57,000.00
Jobs HQ	5,264.00
Kimball Midwest	2,591.66
LEADS ONLINE	2,128.00
Lepier Tire & Auto	2,215.46
Mayo Manufacturing Co	2,922.38
MCCC BIN#135033	61,959.13
MCCC MI 33	6,739.40
Mcintosh City	2,660.00
MCIT	3,582.00
Mn Dept Of Transportation	4,108.89
MN Sheriffs' Association	9,066.87
MN Transportation Alliance	3,636.00
Northdale Oil Inc	2,971.00
Northern Safety Co Inc	2,142.38
Nurse- Family Partnership	5,581.00
Pemberton Law PLLP	9,135.35
Polk County Highway Department	7,157.41
Polk County Solid Waste	7,635.75
Pro West & Associates Inc	2,499.66
RTVision Inc	7,050.00
Rustad Heating & Plumbing	3,525.00
Sampletech	15,475.00
Steamatic Of Grand Forks	4,505.52
Stone's Mobile Radio Inc	13,770.00

Todd's Tire Service Inc	2,285.54
Total Lawn Care & Landscaping	2,059.00
True North Steel	4,452.80
Urt Llc	4,230.65
US Bank Voyager Fleet Sys	4,577.45
Watch Guard Video	20,880.00
Wenck Associates Inc	6,771.90
Wenck Associates Inc	2,696.00
Widseth Smith Nolting & Assoc	19,532.00
Ziegler Inc	4,764.49
259 Payments less than 2000	110,686.53
Final Total:	623,827.71

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 28, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board