

FEBRUARY 4, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., February 4, 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 Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the revised February 4, 2020 agenda adding No. 4 under Administration.

CONSENT AGENDA

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

1. Approve Auditor Warrants.
2. Approve the January 28, 2020 Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. AMC Legislative Policy Priorities
2. Commissioner Jacobson brought forth that he has reached out to several Union Lake and Lake Sarah residents regarding the boat life canopy issue.
3. Commissioner Strandell brought forth that he attended no meetings since the prior Board meeting. He did participate in the interviews for the new MIS Director position.
4. Commissioner Willhite brought forth that he participated in the Finance Committee meeting where the focus was on the potential new finance software. The Finance Committee also met a second time on the bond rating call. In addition he also participated in the Polk Norman Mahnomen Community Health Board meeting.
5. Commissioner Lee brought forth that she participated in the Finance Committee meeting. She also participated in the Polk Norman Mahnomen Community Health Board meeting. Information was brought forth regarding a Small Communities Advisory Sub-Committee appointment for the United States Environmental Protection Agency.
6. Commissioner Diedrich brought forth that he attended no meetings since the prior Board meeting.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised February 4, 2020 agenda adding No. 6 under Highway

HIGHWAY

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

1. Frontier Precision – Tablet for GPS Replacement

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to purchase two Trimble T7 Tablets and accessories with ½ day onsite training from Frontier Precision, Waite Park, MN in the amount of \$7,739.20 for GPS units.

2. Farmland Lease/Rent

Discussion along with handouts pertaining to the Farm Land Rent/Lease quotes were presented to the Board. The Polk County Highway Department rents out land which was the old Angus Pit and the old Liberty Pit. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to accept the quotes and approve both agreements from Strickler Peterson Cattle, Euclid, MN for the property located in Sections 25 and 36 of Angus Township and Pat Taylor, Fertile, MN for the property located in Section 22 of Liberty Township. (Handouts on file in the Administrator’s Office)

3. Certificate of Performance/Final Acceptance SAP 060-111-001 and SAP 060-661-013

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Certificate of Performance of Final Acceptance for SAP 060-111-001 and SAP 060-661-013 and allow the County Engineer to sign the Certificate of Performances and the County Engineer and the County Administrator to sign the Final Voucher.

4. MNDOT Federal Participation in Advance Construction Agreement 1036081 and Approve Resolution (2020-18) MN Department of Transportation Agency Agreement No. 1036081.

Discussion along with the State of MN Agency Agreement 1036081 for Federal Participation in Advance Construction from MNDOT was presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Agreement (1036081) as presented to the Board and allow the Administrator and the Board Chair to sign the Agreement. (Agreement on file in the Administrator’s Office)

RESOLUTION (2020-18)

**MN Department of Transportation Agency
Agreement No. 1036081**

The following resolution (2020-18) was offered by Commissioner Lee:

BE IT RESOLVED, That pursuant to Minnesota Statutes Section 161.36, the Commissioner of Transportation be appointed as Agent of the County of Polk to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, The Polk County Chair and the Polk County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No.

1036081, a copy of which said agreement was before the Polk County Board and which is made a part hereof by reference.

Titles of persons authorized to sign on behalf of Polk County: Polk County Chair and the Polk County Administrator.

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

5. January 31, 2020 Lettings for Gravel Road Stabilization, Gravel Stockpile, Crack fill and Equipment Rental

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the Gravel Road Stabilization Contract to Wm D Scepaniak, Inc., Holdingford, MN in the amount of \$630,168.00. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the Gravel Stock Pile Contract to Ferguson Brothers Excavating Inc., Alexandria, MN in the amount of \$135,450.00. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to award the Crack fill Contract to Northwest Asphalt and Maintenance, Grygla MN in the amount of \$125,775.00. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the Equipment Rental Bids to all that bid.

6. Safety Compliance Services Agreement

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Agreement with Safety Compliance Services LLC in the amount of \$15,000.00 for the time period of January 1, 2020 to December 31, 2020. (Agreement on file in the Administrator's Office)

SHERIFF

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

1. Approve and Sign 2019 Emergency Management Performance Grant Agreement

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve and sign the 2019 Emergency Management Performance Grant Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

2. Hazard Mitigation Assistance Agreement for Counties Utilizing HSEM Plan Update Consultant

Discussion was brought forth regarding the Hazard Mitigation Assistance Agreement for Counties Utilizing HSEM Plan Update Consultant as presented to the Board. (Agreement on file in the Administrator's Office)

RESOLUTION (2020-15)
Authorizing Participation In Planning Process And Execution Agreement

The following resolution (2020-15) was offered by Commissioner Diedrich:

WHEREAS, The County of Polk is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, The Act establishes a framework for the development of a multi-jurisdictional hazard mitigation plan; and

WHEREAS, The Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, The county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

WHEREAS, The county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

WHEREAS, The plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

WHEREAS, The plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, The plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, The draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, Approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

NOW THEREFORE BE IT RESOLVED, That Polk County will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the Polk County Hazard Mitigation plan. Commissioner Garry Willhite Board Chair is hereby authorized to execute and sign such agreements and any amendments hereto as are necessary to

implement the plan on behalf of Polk County Emergency Management, Polk County MN.

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

ASSESSOR

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

1. County Board of Appeal and Equalization

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to set the date and time for the County Board of Appeal and Equalization for June 16, 2020 at 6 p.m., at the Polk County Government Center.

2. Statutory Board Notification of Changes

Discussion along with handouts were presented to the Board regarding the re-submission of Clerical Changes to the 2019 Assessment and submission of the full 2019 Abatement List. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to acknowledge receipt of the list of Clerical Changes and the Notification of Changes to the 2019 Assessment as presented. (Handouts on file in the Administrator's Office)

TAX PAYER SERVICE CENTER AND FINANCE

Sam Melbye, TPSC Supervisor and Ron Denison, Finance Director came before the Board with matters pertaining to Special Assessments:

1. Special Assessments for 2019 Watershed Debt Issues

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve three special assessments, one for each on the benefitted properties of the following: Middle Snake Tamarac River Watershed 175 with a \$745,000 principal amount, Sandhill Watershed Ditch 80 Project 32 with a \$795,000 principal amount, and Red Lake Watershed District 16 Project 177 with a principal amount \$2,285,000 plus damages of \$300,140.44 for a total of \$2,585,140.44. (Interest rate of 3.80% and with principal amounts adequate to repay the bonds issued for these projects by Polk County in 2019 with a 20 year duration).

ADMINISTRATION

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

1. Resolution (2020-16) Authorizing The County To Enter Into A Credit Enhancement Program Agreement With The Minnesota Public Facilities Authority

RESOLUTION (2020-16)
Authorizing The County To Enter Into A
Credit Enhancement Program Agreement
With The Minnesota Public Facilities Authority

The following resolution (2020-16) was offered by Commissioner Diedrich:

BE IT RESOLVED, By the Board of Commissioners of Polk County, Minnesota (the “County”), as follows:

SECTION 1. Authorization. The Board hereby determines that it is in the best interests of the County to submit an Application to the Minnesota Public Facilities Authority (the “Authority”) Credit Enhancement Program (the “Program”) with respect to the improvements to the County’s human resources building.

SECTION 2. Approval of the Authority’s Credit Enhancement Program Agreement. The Program Agreement (the “Agreement”) is hereby approved, the same being before the Board and made a part of this resolution by reference.

SECTION 3. Authorization to Sign Agreement and Related Forms. The Chair and the County Administrator are authorized to sign the Agreement on the County’s behalf and to execute any other related forms prescribed by the Authority with respect to the Agreement.

SECTION 4. Agreement to Comply with Minnesota Statutes, Section 446A.086. The County is entering into the Agreement with the Authority pursuant to Minnesota Statutes, Section 446A.086 (the “PFA Act”) and the County hereby agrees to comply with and be bound by the provisions of the PFA Act.

SECTION 5. Submission of the Agreement. The Chair and County Administrator are hereby authorized to submit, on the County’s behalf, the Agreement to the Authority, together with the nonrefundable application fee.

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

- 2. Resolution (2020-17) Relating to \$1,625,000 General Obligation Watershed District Refunding Bonds, Series 2020B; Authorizing The Issuance And Calling For The Sale Thereof**

RESOLUTION (2020-17)
Resolution Relating to \$1,625,000 General Obligation Watershed District Refunding Bonds, Series 2020B; Authorizing The Issuance And Calling For The Sale Thereof

The following resolution (2020-17) was offered by Commissioner Diedrich:

BE IT RESOLVED by the Board of Commissioners of Polk County, Minnesota (the “County”), as follows:

SECTION 1. PURPOSE. It is hereby determined to be in the best interests of the

County to issue its General Obligation Watershed District Refunding Bonds, Series 2020B, in the approximate principal amount of \$1,625,000 (the “Bonds”), pursuant to Minnesota Statutes, Chapters 103D and 475, to refund the outstanding maturities of the County’s \$2,710,000 General Obligation Watershed District Bonds, Series 2012, dated February 8, 2012.

SECTION 2. TERMS OF PROPOSAL. PFM Financial Advisors LLC, municipal advisor to the County, has presented to this Board a Sale Memo for the sale of the Bonds which is attached hereto as Exhibit A and hereby approved and shall be placed on file by the County Administrator. Each and all of the provisions of the Sale Memo are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, with such changes as may be acceptable to the County Administrator. PFM Financial Advisors LLC is hereby authorized to solicit proposals for the Bonds on behalf of the County on a competitive basis.

SECTION 3. SALE MEETING. This Board shall meet at the time and place shown in the Sale Memo, for the purpose of considering sealed proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the County.

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. Review of Enterprise Software Proposals (via weblink) with Geniene Scherer of Abdo, Eick & Meyer

Last fall the County sought proposals for Finance and Human Resources software. Via Weblink the Enterprise software proposals were reviewed by the Board with Geniene Scherer of Abdo, Eick & Meyer.

4. *Approval of Contract with Diversified Contractors for East Grand Forks Building Construction

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Contract with Diversified Contractors for the East Grand Forks Building Construction as presented to the Board. (Contract on file in the Administrator’s Office)

AUDITOR WARRANTS

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

See next page.

AUDITOR WARRANTS 01/06/2020

<u>Vendor Name</u>	<u>Amount</u>
3 Payments less than 2000	45.00
Final Total:	45.00

AUDITOR WARRANTS 01/07/2020

<u>Vendor Name</u>	<u>Amount</u>
Ampride Cenex	5,600.00
Cardmember Service	11,515.28
Lenes Sand & Gravel Inc	6,432.04
Middle- Snake- Tamarac Rivers Wtrshd Di	4,131.00
MN Counties Intergov'l Trust	559,078.00
Powerplan OIB	5,610.00
Red Lake Watershed District	4,028.00
Reynolds Harbott Knutson & Larson PLLP	2,125.00
Sand Hill River W S District	3,082.00
12 Payments less than 2000	7,502.16
Final Total:	609,103.48

AUDITOR WARRANTS 01/14/2020

<u>Vendor Name</u>	<u>Amount</u>
Beltrami County Highway	8,353.51
BELTRAMI COUNTY SOLID WASTE	3,121.26
Fischer,Rust & Stock, PLLC	2,675.00
Fosston Municipal Utilities	52,522.39
Great Plains Natural Gas Co	11,023.94
GreatAmerica Financial Services	9,825.32
Halstad Telephone Co	9,498.75
Lepier Oil Company Inc	7,765.55
Norman County Public Health	4,564.87
Northdale Oil Inc	3,478.13
Northside Express	4,863.56
Ottertail Power Co	20,800.41
Polk County Public Health	17,583.00
Tri County Community Corr	1,317,874.25
University Of North Dakota	6,250.31
35 Payments less than 2000	12,764.03
Final Total:	1,492,964.28

AUDITOR WARRANTS 01/21/2020

<u>Vendor Name</u>	<u>Amount</u>
Brink Lawyers	2,341.75
City of McIntosh	5,436.10
Crookston Water Department	2,106.65
East Polk Soil & Water	33,599.00
Fosston Municipal Utilities	2,747.36
Great Plains Natural Gas Co	3,219.50
Kronos SaaS Inc	3,482.60
Lake Agassiz Regional Library	68,505.00
MCCC BIN#135033	32,381.22
Mn State Treasury	7,717.00
Titan Machinery	15,589.00
West Polk Soil & Water	33,599.00
23 Payments less than 2000	10,100.78
Final Total:	220,824.96

See next page.

AUDITOR WARRANTS 01/24/2020

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	65,411.51
Bremer Bank Na	27,956.04
Bygland Township	3,094.70
Climax City Treasurer	6,338.04
Columbia Township Treasurer	3,295.19
County Emergency Medical Serv.	7,984.97
Crookston Area Ambulance Inc	4,040.00
Crookston City	22,483.35
East Grand Forks City	66,035.27
Erskine City Clerk- Treasurer	7,376.48
Fertile City	4,870.73
First Care Medical Services	4,573.49
Fisher City	2,739.02
Fosston City	7,305.23
Godfrey Township Treasurer	4,369.80
Hill River Township Treasurer	4,613.81
Huntsville Township Treasurer	3,759.32
Johnson Township	3,968.84
Keystone Township Treasurer	2,287.64
Knute Township Treasurer	3,594.39
Mcintosh City	7,293.96
Mentor City	3,209.58
Middle- Snake- Tamarac Rivers Wtrshd Di	12,549.69
Nielsville City	2,275.98
NW Regional Development Comm	2,180.27
NWMN HRA	4,811.24
Queen Township Treasurer	3,551.26
Red Lake Watershed District	38,094.33
Sand Hill River W S District	17,378.27
Sandsville Township Treasurer	2,776.11
School District 2176 Treas	10,348.10
School District 2311 Treas	4,219.76
School District 2609 Treas	38,535.04
School District 592 Treas	17,202.13
School District 593 Treas	37,045.39
School District 600 Treas	17,573.05
School District 601 Treas	37,697.71
Sletten Township Treasurer	5,337.75
Sullivan Township Treasurer	2,093.95
Vineland Township Treasurer	3,459.89
Winger City Clerk Treasurer	3,534.65
Winger Township Treasurer	3,540.64
Woodside Township Treasurer	5,172.09
53 Payments less than 2000	49,005.93
Final Total:	584,984.59

AUDITOR WARRANTS 01/28/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Architectural Resources Inc	90,048.75
Bedney/Micheal and Carol	2,078.00
Danks/Cody	2,785.76
Fjerstad/Doug	5,000.00
Garden Valley Technologies	2,445.13
Houston Engineering Inc	5,438.00
Kinetic Leasing	32,575.15
Maverick Drone Systems	4,337.90
Norman County Public Health	13,194.94
Polk County	64,745.90
Polk County Public Health	17,851.32
Streamworks LLC	19,500.00
Total Lawn Care & Landscaping	3,670.00
29 Payments less than 2000	19,941.03
Final Total:	286,264.88

MANUAL WARRANTS 01/06/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,177.86
Final Total:	3,177.86

MANUAL WARRANTS 01/10/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	162,529.39
Minnesota Revenue	27,940.71
Final Total:	190,470.10

MANUAL WARRANTS 01/13/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	11,584.91
Final Total:	11,584.91

MANUAL WARRANTS 01/17/2020

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	5,431.00
Minnesota Revenue	978.98
Mn Dept Of Rev Tax Division	75,200.68
Mn Dept Of Revenue	42.00
Mn Dept Of Revenue	6.00
Mn Dept Of Revenue	75.00
Final Total:	81,733.66

MANUAL WARRANTS 01/21/2020

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,316.00
Final Total:	1,316.00

MANUAL WARRANTS 01/21/2020

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	257,360.50
Final Total:	257,360.50
MANUAL WARRANTS 01/21/2020	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	11,350.18
Final Total:	11,350.18
MANUAL WARRANTS 01/24/2020	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	29,191.34
Final Total:	29,191.34
MANUAL WARRANTS 01/24/2020	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	159,627.77
Minnesota Revenue	27,228.05
Final Total:	186,855.82
MANUAL WARRANTS 01/24/2020	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	5,162.47
Final Total:	5,162.47
MANUAL WARRANTS 01/29/2020	
<u>Vendor Name</u>	<u>Amount</u>
U S Bank	379,773.75
Final Total:	379,773.75
MANUAL WARRANTS 01/31/2020	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	141.22
Final Total:	141.22
MANUAL WARRANTS 01/31/2020	
<u>Vendor Name</u>	<u>Amount</u>
U S Bank	1,947,215.00
U S Bank	1,284,861.10
U S Bank	83,960.56
Final Total:	3,316,036.66

With no further business the Board adjourned to reconvene at 9:30 a.m., February 18, 2020.

Gary Willhite, Chair

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