

FEBRUARY 18, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., February 18, 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.

AGENDA

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

CONSENT AGENDA

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

1. Approve Commissioner Warrants: General Revenue Fund, \$261,833.63; Public Works Fund, \$52,305.18; Public Safety Fund, \$44,905.20; Public Health Fund, \$17,991.19; Forfeited Tax Sale Fund, \$150.00; Special Assessments (Ditch) Fund, \$53,535.00; Environmental Services Fund, \$196,082.75; Resource Recovery Fund, \$222,272.85; Landfill Fund, \$74,417.48 Per Diems, \$2,325.00; Meal Reimbursements (without overnight lodging), \$76.85 and Sign Audit List.
2. Approve payment to Card Member Services, St. Louis, MO in the amount of \$14,763.76 for credit card purchases.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$52,329.41 for p-card purchases.
4. Approve payment to Lyle Wilkens, Inc., Crookston, MN in the amount of \$24,671.00 for the Polk County Transfer Station/Landfill – Gas Vent Trench Construction Project.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended the Dancing Sky Board meeting on Area Aging where it was announced that this Board is being dissolved.
2. Commissioner Strandell brought forth that he attended the Tri-County Community Corrections meeting where a DOC review brought up staffing level issues. Information was brought forth regarding the 2020 flood forecast. He also attended an ATP - Area Transportation Partnership meeting. Discussion was brought forth regarding legislation regarding the legalization of recreational marijuana. Sheriff Tadman is in opposition to this potential legislation. No opposition was brought forth regarding a potential Polk County Newsletter article that would be focused on this opposition. Discussion was also brought forth regarding the Second Amendment County discussion.
3. Commissioner Willhite brought forth that he attended the Tri-Valley Opportunity Council meeting. He also attended the Extension meeting where the focus was farm rewards.

4. Commissioner Lee brought forth that she participated in the second round of interviews for the Polk County MIS position. She also participated in the AMC Futures Committee meeting and Extension meeting. In addition she attended an AIS meeting. She received a call from a concerned citizen regarding the boat lift issue on Maple Lake.
5. Commissioner Diedrich brought forth that he attended the Tri-County Community Corrections and Tri-Valley Opportunity Council meetings. In addition he attended a MCIT meeting where they interviewed for the open Board position. Kirk Peysar, Aitkin County has been selected to fill the open Board position.

PUBLIC HEALTH

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

1. **Memorandum of Agreement Between Public Health & HMO MN d/b/a Blue Plus**
Discussion along with a handout pertaining to the Memorandum of Agreement between Polk County Public Health and HMO Minnesota d/b/a Blue Plus from January 1, 2020 effective until December 31, 2020 to support PCPH in hiring an individual to serve as Dental Innovations Coordinator to serve Polk, Norman, Mahnomen, Red Lake, Pennington and Marshall counties was presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the Memorandum of Agreement between PCPH and HMO MN d/b/a Blue Plus as presented. (Memorandum of Agreement on file in the Administrator's Office)
2. **Out of State Travel Request – Sarah Reese**
A motion was made by Commissioner Diedrich second by Commissioner Strandell and adopted by unanimous vote of the Board to approve out of state travel for Sarah Reese, Public Health Director to attend up to three Executive Team meetings in Washington, DC within the next 24 months, including the Rural Responses to the Opioid Epidemic Meeting and United We Stand: Bureau of Justice Assistance Supports Responding to America's Opioid Crisis forum. These meetings will be held in Arlington, VA March 10 - March 12, 2020. All expenses paid by grant funds.
3. **Resolution (2020-22) Accepting Financial Donations and Distribution to Polk County Public Health from the Crookston Noon Day Lions, Sisters in Spirit, Widseth, Smith & Nolting & the NW MN Foundation**

**Resolution Accepting Financial Donations and Distribution to
Polk County Public Health from the Crookston Noon Day Lions, Sisters in Spirit,
Widseth, Smith & Nolting & the NW MN Foundation
RESOLUTION (2020-22)**

The following resolution (2020-22) was offered by Commissioner Strandell:

WHEREAS, Crookston Noon Day Lions, located in Crookston, Minnesota, has made a financial donation of \$100.00 to support the services and programming of PCPH's Fitness Fever; and

WHEREAS, Sisters in Spirit, located in Crookston, Minnesota, has made a financial donation of \$50.00 to support the services and programming of PCPH's Fitness Fever; and

WHEREAS, Widseth, Smith and Nolting, located in Crookston, Minnesota, has made a financial donation of \$150.00 to support the services and programming of PCPH's Fitness Fever; and

WHEREAS, Northwest Minnesota Foundation, located in Bemidji, Minnesota, has made a financial distribution of \$2,500.00 from the Crookston Area Community Fund, a component fund of the Northwest Minnesota Foundation, to support PCPH's Bike Crookston; and

WHEREAS, Polk County Public Health wishes to have the County Board formally accept these financial donations and distribution.

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

1. The financial donations from the Crookston Noon Day Lions, Sisters in Spirit and Widseth, Smith and Nolting and distribution from the Northwest Minnesota Foundation, which are listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of Polk County Public Health to be used in support of the services and programming provided by Polk County Public Health.

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

4. Resolution (2020-23) Resolution Accepting Financial Donations to Polk County Public Health from the Minnesota Breastfeeding Coalition

**Resolution Accepting Financial Donations to Polk County Public Health
from the Minnesota Breastfeeding Coalition
RESOLUTION (2020-23)**

The following resolution (2020-23) was offered by Commissioner Lee:

WHEREAS, The Minnesota Breastfeeding Coalition has made a financial donation of \$1,196.50 in support of the Breastfeeding Anytime, Anywhere Initiative and the Crookston Area Childcare Association training supplies as part of PCPH's Polk County Breastfeeding Coalition; and

WHEREAS, Polk County Public Health wishes to have the County Board formally accept these financial donations.

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

1. The financial donation from the Minnesota Breastfeeding Coalition, which are listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of Polk County Public Health to be used in support of PCPH's Polk County Breastfeeding Coalition.

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

SOCIAL SERVICES

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

- 1. 2020 Social Service Board Meeting Dates**

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Social Services Board meetings dates for 2020 that are scheduled for the 3rd Tuesday of each month starting at 8:00 a.m., with the exception of the June 16, 2020 meeting starting at 1:00 p.m., and the December 15, 2020 meeting starting at 1:30 p.m.

- 2. Social Worker Replacement Request**

Due to a resignation a motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve refilling a Social Worker position and any internal subsequent position vacancies occurring because of this action.

- 3. Social Worker (CPS) Replacement Request**

Due to a resignation a motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve refilling a Social Worker (CPS) position and any internal subsequent position vacancies occurring because of this action.

- 4. Memorandum of Understanding with NWMHC**

Discussion along with a handout regarding the Memorandum of Understanding with the Northwestern Mental Health Center in order to accommodate the temporary co-location of Polk County Social Services staff in the NWMHC East Grand Forks space at 1422 Central Avenue NE, East Grand Forks, MN was presented to the Board. This temporary co-location is intended to take place during the period beginning February 1, 2020 until the conclusion of the renovations of the Polk County Social Service Center in East Grand Forks. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to sign and approve the Memorandum of Understanding with NWMHC as presented. (Memorandum of Understanding on file in the Administrator's Office)

- 5. Contract for Adult Mental Health Initiative with Sanford Behavioral Health Center**

The Purchase of Services Agreement between Sanford Network North dba Sanford Behavioral Health Center and Polk County was presented to the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the Purchase of Services Agreement with

Sanford Behavioral Health Center to provide adult mental health services as part of the Adult Mental Health Initiative in the amount of \$358,520.00 for the period of January 1, 2020 through December 31, 2020. (Agreement on file in the Administrator's Office)

6. Crisis Mental Health Services Grant with Sanford Behavioral Health Center

The Purchase of Services Agreement between Sanford Network North dba Sanford Behavioral Health Center and Polk County was presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept the Purchase of Services Agreement with Sanford Behavioral Health Center to provide crisis services to the Northwest 8 counties in the amount of \$370,000.00 for the period of January 1, 2020 through December 31, 2020. (Agreement 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. Out of State Travel Revised

A revised out of state travel request for Richard Sanders, Highway Engineer was presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised out of state travel for the MN Transportation Alliance Fly-In meeting to the new date of May 19 – May 21, 2020. (Handout on file in the Administrator's Office)

2. 2020 Tandem Axle Diesel Trucks

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the quote to I State Truck Center, Inver Grove Heights, MN in the amount of \$116,522.00 for one 2021 Freightliner Tandem Axle Diesel Truck.

3. Tandem Axle Diesel Truck Equipment

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to award the quote to Bert's Truck Equipment, Moorhead, MN in the amount of \$114,728.00 for snowplow equipment for the Tandem Axle Diesel Truck.

4. 2020 Road Restriction Map

The 2020 Road Restriction Map was presented to the Board with the following changes: CSAH 41 from CSAH 14 to TH 9 – 9 ton was presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the 2020 Road Restriction Map as presented. (Map on file in the Administrator's Office)

5. Approve Agreement 1036400 between Polk County & the State of MN for State Project No. 060-601-061

The Agreement 1036400 between Polk County and the State of MN for State Project No. 060-601-061 was discussed and presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve and allow the Polk County Administrator and the Polk County Chair to sign the Agreement as presented. (Agreement on file in the Administrator's Office)

6. Approve Resolution (2020-24) MN Department of Transportation Agency Agreement No. 1036400

MN Department of Transportation Agency Agreement No. 1036400
RESOLUTION (2020-24)

The following resolution (2020-24) was offered by Commissioner Strandell:

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. 1036400, 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 Lee seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None.

TAX PAYER SERVICE CENTER & FINANCE

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

1. County Ditch Levy Request for 2020

Discussion was held with the Board along with a handout pertaining to the Polk County Ditch Levy Assessments, Payable 2020. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Polk County Ditch Levy Assessments Payable 2020 totaling \$194,000.00 as presented. (Handout on file in the Administrator’s Office)

PROPERTY RECORDS

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

1. Resolution (2020-21) North Country Horsemen Gambling Permit(s)

North Country Horsemen Gambling Permit(s)
RESOLUTION (2020-21)

The following resolution (2020-21) was offered by Commissioner Lee:

WHEREAS, The North Country Horsemen, Middle River, MN has presented a Minnesota Lawful Gambling premises permit application to be approved by the Polk County Board of Commissioners for gambling activities at the Snow Sled Inn Bar & Grill, Crookston, MN 56716 in Gentilly Township to sell raffle tickets.

WHEREAS, The Gentilly Team under the North Country Horsemen Trails to Treatment is an active dedicated group raising funds for the mission of assisting those in need of funding during their treatment of cancer.

WHEREAS, The North Country Horsemen have presented a Certificate of Good Standing from the Minnesota Secretary of State

WHEREAS, The dates of the drawing(s) are to be 08/22/2020.

NOW THEREFORE BE IT RESOLVED, That the Board of Commissioners does hereby approve the Minnesota Lawful Gambling permit application(s) for the above dates for the North Country Horsemen of Middle River, Minnesota to conduct gambling activities specifically raffles in the Township of Gentilly at The Snow Sled Inn Bar & Grill 26035 180th AVE SW Crookston, MN 56716.

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

ADMINISTRATION

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

1. Approval to Fill Position Vacancy – Network Administrator in the MIS Department

Evan Bruggeman has been promoted to Director of Management Information Systems effective February 17, 2020, thereby creating a vacancy in his existing position of Network Administrator. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve filling the vacant Network Administrator position in the MIS Department.

PFM

Myron Knutson, PFM came before the Board regarding the Capital Improvement Bonds and Watershed Bonds Sale:

1. Resolution (2020-19) Authorizing Issuance, Awarding Sale, Prescribing The Form And Details And Providing For The Payment of \$2,515,000 General Obligation Capital Improvement Plan Bonds, Series 2020A

The following resolution (2020-19) Authorizing Issuance, Awarding Sale, Prescribing The Form And Details And Providing For The Payment of \$2,515,000 General Obligation Capital Improvement Plan Bonds, Series 2020A was offered by Commissioner Diedrich seconded by Commissioner Strandell and adopted upon the

following vote: YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None. (Complete Resolution (2020-19) is on file in the Administrator's Office).

2. Resolution (2020-20) Authorizing Issuance, Awarding Sale, Prescribing The Form And Details And Providing For The Payment of \$1,700,000 General Obligation Watershed District Refunding Bonds, Series 2020B

The following resolution (2020-20) Authorizing Issuance, Awarding Sale, Prescribing The Form And Details And Providing For The Payment of \$[1,700,000] General Obligation Watershed District Refunding Bonds, Series 2020B was offered by Commissioner Lee seconded by Commissioner Diedrich and adopted upon the following vote: YEAS: Lee, Diedrich, Willhite, Strandell and Jacobson. NAYS: None. (Complete Resolution (2020-20) is on file in the Administrator's Office).

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:

See next page.

COMMISSIONER WARRANTS
DATED 02/21/2020
APPROVED 02/18/2020

<u>Vendor Name</u>	<u>Amount</u>
Acme Tools - Grand Forks	6,495.00
Ameripride Linen & Apparel Service	2,522.43
Architectural Resources Inc	5,245.43
Assoc Of Mn Counties	2,735.00
Church & Dwight Co Inc	9,317.64
Crookston Fuel Company	3,744.90
Fosston Municipal Utilities	2,446.55
GHA Technologies Inc	3,726.00
Hennen Equipment Inc	10,706.41
HN Quality Plumbing Inc	2,427.44
HP INC	26,861.34
Ironhide Equipment Inc	3,453.84
Keith's Security World Inc	3,108.00
King of the Road Trailers	5,757.00
Kustom Kollision LLC	19,397.53
Larson Helicopters, LLC	53,535.00
League Of Minnesota Cities	2,880.00
M R Sign Company	2,732.60
McNeilus Steel Inc	2,988.36
Mn Valley Testing Labs	4,363.00
Morris Electronics Inc	72,528.36
Napa Crookston Welding	2,746.68
Northdale Oil Inc	2,881.20
Nuss Truck & Equipment	3,215.08
Nw Mn Household Hazardous	10,744.38
Polk County	174,360.66
Polk County Administrator	3,054.19
Polk County Environmental Services	175,000.00
Polk County Highway Department	7,440.89
Powerplan OIB	2,023.77
PSI Engineering LLC	5,928.70
Reese/Sarah	4,449.12
Rieger,Borger,Benson Electric Inc	5,375.00
SeaChange Printing & Marketing	25,353.77
SHI International Corp	80,663.00
SunSource	13,661.55
Team Laboratory Chemical LLC	2,040.00
The Exponent	3,056.46
Todd's Trailer Sales & Rental	3,200.00
U S Water Services	8,643.72
US Bank Voyager Fleet Sys	4,577.58
Valley Electric Of Crookston LLC	6,162.10

Wenck Associates Inc	22,469.50
Winter Truck Line Inc	2,698.87
Ziegler Inc	5,360.65
267 Payments less than 2000	101,414.58
Final Total:	923,493.28

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., February 25, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board