

MARCH 3, 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., March 3, 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: Valerie Bjerck, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the revised March 3, 2020 agenda adding Sarah Reese, Public Health.

CONSENT AGENDA

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

1. Approve Auditor Warrants.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended the AMC Legislative Conference along with an MRC meeting.
2. Commissioner Strandell brought forth that he attended an MPO meeting, Red Lake Watershed Watch Dog meeting and an Intergovernmental meeting.
3. Commissioner Willhite brought forth that he attended an Emergency Preparedness meeting with UMC personnel.
4. Commissioner Lee brought forth that she attended the AMC Legislative Conference, an Education Training meeting, an MCIT meeting and she also met with Abdo, Eick & Meyers Certified Public Accountants.
5. Commissioner Diedrich brought forth that he attended the Red Lake Watershed Watch Dog meeting.

SHERIFF

Jim Tadman, Polk County Sheriff along with Deputy Kyle Olson came before the Board with matters pertaining to the Sheriff's Office:

1. Introduction of New Deputy "Buffy" & K9 Handler Deputy Kyle Olson

Buffy the new K9 dog was introduced to the Board by K9 Handler Deputy Kyle Olson. A twelve week training course will take place the end of March 2020.

PLANNING AND ZONING

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

1. Resolution (2020-28) 2018 Polk County Aquatic Invasive Species Plan

2018 Polk County Aquatic Invasive Species Plan
RESOLUTION (2020-28)

The following resolution (2020-28) was offered by Commissioner Lee:

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Polk County was allocated \$24,932 for 2014, \$55,405 for 2015, \$55,187.00 for 2016, \$65,563 for 2017, \$65,073 for 2018 and years following, and

WHEREAS, The legislation requires that Polk County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of AIS at water access sites within the County, and

WHEREAS, The county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and

WHEREAS, The county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received, and

WHEREAS, The threat of the introduction and spread of AIS is acknowledged as a serious concern to the health of the environmental and economic health of Polk County, and

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners designates oversight of Polk County's AIS prevention efforts to the Polk County Environmental Services Department and delegates to them the responsibility to prepare, implement and report annually a plan to allocate the funding in accordance with the above legislation. Allocation of funding, grant requests and plan updates are to be approved by the Polk County AIS Taskforce. A copy of the approved AIS plan will be kept on file in the Polk County Environmental Services Department.

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

2. Resolution (2020-29) 2019 Polk County Aquatic Invasive Species Plan

2019 Polk County Aquatic Invasive Species Plan **RESOLUTION (2020-29)**

The following resolution (2020-29) was offered by Commissioner Strandell:

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Polk County was allocated \$24,932 for 2014, \$55,405 for 2015, \$55,187.00 for 2016, \$65,563 for 2017, \$65,073 for 2018 and \$65,042 for 2019, and

WHEREAS, The legislation requires that Polk County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of AIS at water access sites within the County, and

WHEREAS, The county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and

WHEREAS, The county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received, and

WHEREAS, The threat of the introduction and spread of AIS is acknowledged as a serious concern to the health of the environmental and economic health of Polk County, and

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners designates oversight of Polk County's AIS prevention efforts to the Polk County Environmental Services Department and delegates to them the responsibility to prepare, implement and report annually a plan to allocate the funding in accordance with the above legislation. Allocation of funding, grant requests and plan updates are to be approved by the Polk County AIS Taskforce. A copy of the approved AIS plan will be kept on file in the Polk County Environmental Services Department.

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

3. 2020 Aquatic Invasive Species Prevention Plan for Polk County

The 2020 Aquatic Invasive Species Prevention Plan for Polk County was discussed and presented to the Board. A motion was made by Commissioner Strandell seconded by

Commissioner Diedrich and adopted by unanimous vote of the Board to approve the 2020 Aquatic Invasive Species Prevention Plan for Polk County as presented. (Plan on file in the Administrator's Office)

4. Buffer Update – Administrative Penalty Order Process

An update along with the Administrative Penalty Order (Polk County Buffer Program) was presented to the Board. (Administrative Penalty Order (Polk County Buffer Program) 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. 2020 Dumpster Quote – Tilberg Park

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to award the dumpster quote for Tilberg Park to Alternative Sanitation, LLC. Erskine, MN in the amount of \$25.00/month (garbage pickup/each time \$42.5625 includes tax and dumpster rental)

2. 2020 Sign Quote

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to award the quote to Newman Signs, Jamestown, ND in the amount of \$13,220.20.

ENVIRONMENTAL SERVICES

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

1. Solid Waste Program Updates

Discussion was held with the Board regarding general updates on projects and permits for the Transfer Station, Landfill and Resource Recovery Facility. Handouts pertaining to the future Landfill Expansion option was also presented to the Board. (Handouts on file in the Administrator's Office)

***PUBLIC HEALTH**

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

1. COVID-19 Virus Update

An update was given to the Board regarding the COVID-19 Virus (Coronavirus). The Center for Disease Control and the Minnesota Department of Health websites were referenced during the discussion.

ADMINISTRATION

Chuck Whiting, Polk County Administrator came before the Board on behalf of Michelle Cote, Property Records Director matters pertaining to her department:

1. Resolution (2020-27) Federal Recreational Trail Program 2020 Equipment Grant Fertile-Beltrami Sandhill Snowcruisers Inc.

Federal Recreational Trail Program
2020 Equipment Grant Fertile-Beltrami Sandhill Snowcruisers Inc.
RESOLUTION (2020-27)

The following resolution (2020-27) was offered by Commissioner Jacobson:

WHEREAS, Polk County supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to purchase snowmobile grooming equipment for the Fertile-Beltrami Sandhill Snowcruisers Recreational Trail System. The trail system is located in Polk County, and

WHEREAS, Polk County recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Program, and has been secured by The Fertile-Beltrami Sandhill Snowcruisers for the matching funds

NOW THEREFORE BE IT RESOLVED, If Polk County is awarded a grant by the Minnesota Department of Natural resources, Polk County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Polk County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, That the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, The Polk County Board of Commissioners names the fiscal agent for the Fertile-Beltrami Sandhill Snowcruisers, Inc. for this project as:

Polk County
Michelle Cote, Polk County Director of Property Records
612 N. Broadway-Suite 207
Crookston MN 56716

BE IT FURTHER RESOLVED, Polk County hereby assures the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years as required by the Federal Recreational Trail Grant Program or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

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

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

2. Update on MCIT Solid Waste Facilities Property/Casualty Coverage

A handout was received at the recent February 20, 2020 AMC meeting in St. Paul, MN pertaining to Property Reinsurance Update for Waste to Energy Operations was presented with the Board. (Handout on file in the Administrator's Office)

AUDITOR WARRANTS

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

AUDITOR WARRANTS 02/04/2020

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	3,052.57
Ironhide Equipment Inc	28,782.00
Lenes Sand & Gravel Inc	8,305.47
Marshall County Coop	2,940.00
Mn State Treasurer	18,399.00
Norman County Public Health	27,817.97
Pemberton Law PLLP	8,262.64
Polk County Public Health	57,936.03
23 Payments less than 2000	6,183.70
Final Total:	161,679.38

AUDITOR WARRANTS 02/04/2020

<u>Vendor Name</u>	<u>Amount</u>
Verizon Wireless	2,827.01
Final Total:	2,827.01

See next page

AUDITOR WARRANTS 02/04/2020

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	26,233.11
Angus Township Treasurer	22,085.57
Badger Township	21,917.06
Belgium Township Treasurer	17,515.55
Brandsvold Township Treasurer	30,555.35
Brandt Township Treasurer	15,570.65
Brislet Township Treasurer	17,105.72
Bygland Township	26,108.54
Chester Township Treasurer	12,374.78
Columbia Township Treasurer	45,072.34
Crookston Township Treasurer	40,855.65
Eden Township Treasurer	25,745.27
Esther Township Treasurer	18,711.12
Euclid Township Treasurer	28,791.53
Fairfax Township Treasurer	27,280.31
Fanny Township Treasurer	24,291.96
Farley Township Treasurer	14,403.95
Fisher Township Treasurer	24,094.52
Garden Township Treasurer	31,253.13
Garfield Township Treasurer	44,642.37
Gentilly Township Treasurer	29,421.31
Godfrey Township Treasurer	33,611.61
Grand Forks Township Treasurer	16,132.55
Grove Park Tilden Township	35,909.83
Gully Township Treasurer	20,267.57
Hammond Township Treasurer	25,060.16
Helgeland Township Treasurer	14,392.63
Higdem Township Treasurer	17,183.65
Hill River Township Treasurer	26,057.07
Hubbard Township Treasurer	19,333.50
Huntsville Township Treasurer	43,224.22
Johnson Township Treasurer	16,116.28
Kertsonville Township Treas	12,863.82
Keystone Township Treasurer	21,885.65
King Township Treasurer	26,009.25
Knute Township Treasurer	49,133.13
Lessor Township Treasurer	25,050.02
Liberty Township Treasurer	19,009.12
Lowell Township Treasurer	31,978.49
Nesbit Township Treasurer	17,425.02
Northland Township Treasurer	26,234.33
Onstad Township Treasurer	15,453.72

Parnell Township Treasurer	19,705.65
Queen Township Treasurer	25,114.11
Reis Township Treasurer	14,964.66
Rhinehart Township Treasurer	11,347.59
Roome Township Treasurer	28,517.43
Rosebud Township Treasurer	34,250.26
Russia Township Treasurer	19,212.83
Sandsville Township Treasurer	11,845.49
Scandia Township Treasurer	17,599.79
Sletten Township Treasurer	26,650.46
Sullivan Township Treasurer	27,319.31
Tabor Township Treasurer	22,246.45
Tynsid Township Treasurer	7,119.60
Vineland Township Treasurer	28,155.41
Winger Township Treasurer	28,047.21
Woodside Township Treasurer	49,471.34
Final Total:	1,427,929.00

AUDITOR WARRANTS 02/05/2020

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	500.00
Final Total:	500.00

AUDITOR WARRANTS 02/11/2020

<u>Vendor Name</u>	<u>Amount</u>
Agassiz Asphalt LLC	15,744.51
BELTRAMI COUNTY SOLID WASTE	3,564.84
Crookston Driftbusters	15,465.66
Great Plains Natural Gas Co	11,102.36
Halstad Telephone Co	9,543.70
Lenes Sand & Gravel Inc	24,527.97
Lepier Oil Company Inc	9,285.68
M & K Porta Potties	8,132.00
Mn State Treasury	7,613.00
Norman County Public Health	15,005.43
Northdale Oil Inc	3,623.97
Northside Express	5,600.52
Ottertail Power Co	22,003.16
Polk County Environmental Services	68,749.68
Polk County Public Health	67,425.22
Sather Law Office Ltd	5,080.80
University Of North Dakota	6,250.28
21 Payments less than 2000	7,875.06
Final Total:	306,593.84

AUDITOR WARRANTS 02/18/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cardmember Service	11,703.23
Fosston Municipal Utilities	49,762.20
Fosston Municipal Utilities	2,693.52
Garden Valley Technologies	2,838.21
Great Plains Natural Gas Co	2,973.23
Ottertail Power Co	2,200.02
Powerplan OIB	5,610.00
Verizon Wireless	3,610.91
Wilkens Inc/Lyle	18,610.84
23 Payments less than 2000	12,832.66
Final Total:	115,487.82

AUDITOR WARRANTS 02/25/2020

<u>Vendor Name</u>	<u>Amount</u>
Cole Papers Inc	3,281.61
Crookston Water Department	3,346.66
GreatAmerica Financial Services	9,825.32
Kronos SaaSr Inc	3,562.63
Lenes Sand & Gravel Inc	8,506.08
Mn State Auditor	14,397.72
Polk County	59,272.50
Polk County Public Health	2,110.27
Wilkens Inc/Lyle	24,671.00
15 Payments less than 2000	7,947.57
Final Total:	136,921.36

MANUAL WARRANTS 02/03/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	5,233.40
Final Total:	5,233.40

MANUAL WARRANTS 02/07/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	162,710.14
Minnesota Revenue	27,840.10
Minnesota Revenue	332.65
Final Total:	190,882.89

MANUAL WARRANTS 02/10/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,506.07
Final Total:	3,506.07

MANUAL WARRANTS 02/18/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	4,165.71
Final Total:	4,165.71

MANUAL WARRANTS 02/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	260,878.00
Final Total:	260,878.00
MANUAL WARRANTS 02/20/2020	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,158.00
Final Total:	1,158.00
MANUAL WARRANTS 02/20/2020	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	3,971.00
Minnesota Revenue	1,026.00
Mn Dept Of Rev Tax Division	61,510.52
Mn Dept Of Revenue	79.00
Mn Dept Of Revenue	252.00
Final Total:	66,838.52
MANUAL WARRANTS 02/21/2020	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	52,329.41
Final Total:	52,329.41
MANUAL WARRANTS 02/21/2020	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	164,663.50
Minnesota Revenue	28,150.53
Final Total:	192,814.03
MANUAL WARRANTS 02/21/2020	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	242.94
Final Total:	242.94
MANUAL WARRANTS 02/24/2020	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	12,114.01
Final Total:	12,114.01

With no further business the Board adjourned to reconvene at 9:30 a.m., March 17, 2020.

Gary Willhite, Chair

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