

MARCH 16, 2021
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 16, 2021. Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Willhite, Commissioner Holy 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 Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the March 16, 2021 agenda.

CONSENT ITEMS

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the March 16, 2021 consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$87,999.78; Public Works Fund, \$65,023.82; Public Safety Fund, \$37,081.60; Public Health Fund, \$9,600.41; Forfeited Tax Sale Fund, \$100.00; Environmental Services Fund, \$10,766.58; Resource Recovery Fund, \$95,360.76; Landfill Fund, \$29,609.98; Per Diems, \$2,475.00; Meal Reimbursements (without overnight lodging), \$212.17 and Sign Audit List.
2. Approve payment to US Bank, St. Louis, MO in the amount of \$69,159.10 for procurement card purchases.
3. Approve payment to Ryan Trudeau Construction, LLC, Crookston, MN in the amount of \$325.00 for new door installation, opener & kickplate for the Facilities Department.
4. Approve payment to Ryan Trudeau Construction, LLC, Crookston, MN in the amount of \$2,876.87 to build a wall, new door, panic bar and moldings for the Facilities Department.

COUNTY BOARD MEMBER ISSUE FORUM

1. Reappoint Bob Kovar to the Middle-Snake-Tamarac Watershed Board:
A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to re-appoint Bob Kovar to the Middle-Snake-Tamarac River Watershed Board for a term to expire on January 1, 2024.
2. Approve & Sign the Wild Rice-Marsh River Watershed Comprehensive Watershed Management Plan Implementation Agreement:
A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve and sign the Wild Rice-Marsh River Watershed Comprehensive Watershed Management Plan Implementation Agreement as presented to the Board. (Agreement on file in the Administrator's Office)
3. Commissioner Medicare Reimbursement. Discussion was brought forth regarding insurance reimbursements for Commissioners.
4. Commissioner Strandell brought forth that he participated in the Tri-County Community Corrections meeting. Information was brought forth regarding a meeting with the Rhinehart Township Board and residents focused on bridge access. In addition, information was brought forth regarding a potential batch plant proposed by Zavoral

- Construction. An email was also received by the Area Transportation Partnership where 134,000 of unallocated funds will be accepted by the City of Fosston.
5. Commissioner Lee brought forth that she participated in the MRC Clean Car meeting. She also provided her monthly Radio show on KKQC in Fosston.
 6. Commissioner Jacobson brought forth that he attended a Tri-Valley Opportunity Council meeting where updates were provided on the Fournet Building progress. In addition, he participated in the Dancing Sky meeting which was focused on broadband access.
 7. Commissioner Willhite brought forth no information.
 8. Commissioner Holy brought forth that he has received phone calls regarding the proposed round about within his district. He has asked the callers to submit their concerns in writing.

HIGHWAY

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

1. Polk & Clearwater Counties Cooperative Construction Agreement (2021)

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Polk & Clearwater Counties Cooperative Construction Agreement between for the following projects: Hot In-place Recycle/Bituminous Overlay: Project No. SAP 060-627-007, CP 21-044-003, BASE1 Gravel Road Stabilization: Project No. CP 121-29-1349, CP 121-201-1350, & CP 121-18-1352 as presented to the Board. (Agreement on file in the Administrator's Office)

2. SAP 060-657-004 and SAP 063-617-002

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to award SAP 060-657-004 and SAP 063-617-002 (Polk County CSAH 57, Red Lake CSAH 17) to Knife River Materials, Bemidji MN and have the Chair of the Board and the Polk County Administrator sign the contracts.

3. SAP 060-601-062 and SAP 060-601-063

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award SAP 060-601-062 and SAP 060-601-063 (Polk County CSAH 1 Bridges between Fertile/Winger MN) to Robert R. Schroeder Construction Inc., Glenwood, MN and have the Chair and Administrator sign the contracts.

SOCIAL SERVICES

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

1. Social Worker Team Leader Request

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve replacing a Social Worker-Child Protection Specialist position and reclassify to a Social Worker Team Leader position and to refill any internal subsequent position vacancies occurring because of this action.

2. Office Support Specialist Replacement Request

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve refilling an Office Support Specialist position and to refill any internal subsequent position vacancies occurring because of this action.

ENVIRONMENTAL SERVICES

Jacob Snyder on behalf of Jon Steiner, Environmental Services Director came before the Board with matters pertaining to Environmental Services:

1. Resource Recovery Facility – Insurance Engineering Study

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to enter into a contract with Global Risk Consultants Corp, Clark, NJ for the insurance-related engineering study in the amount of \$15,121.50.

2. 2021 Non-Residential Solid Waste Fee – Pandemic Relief

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Solid Waste Administrator to make formulary changes to the Non-residential Solid Waste Assessments for CY2021 based on economic sector(s) where the MN Governor’s Executive Order would have incontrovertibly resulted in substantial reduction in waste generation – regardless of whether disposal occurred on or off-site – as a result. The formulary change to the CY2021 Non-residential Assessment would be administratively through the normal abatement mechanism.

3. Transfer Station – Lot and Yard Waste Pad Improvements

The Transfer Station would like to pursue an extension of the west parking lot to the north, adding another ingress/egress to the public road, and create a connection to the back lot for snow removal, and construct a new compost pad which is larger and more durable. This project was discussed at the 4/28/2020 Board meeting. Polk County Transfer Station would like to proceed to refine project, obtain quotes and bring to the Board for approval at a future Board meeting.

PUBLIC HEALTH

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

1. COVID-19 and Vaccine Distribution Update

An update was given to the Board regarding COVID-19 data and the distribution of the vaccine.

** Commissioner Willhite left the meeting at 11:00 a.m.

FACILITIES

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

1. Change Order 3 & 4 (Human Service Center EGF)

Discussion was held with the Board regarding Change Order No. 3 & 4 for the Polk County Human Services Remodel in East Grand Forks, MN. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve Change Order No. 3 and Change Order No. 4 for the Polk County Human Services Remodel as presented to the Board. (Change Orders on file in the Administrator's Office)

2. Phase Two Furniture Purchase (Human Service Center EGF)

Discussion along with handouts pertaining to Phase Two Furniture Purchase for the Polk County Human Services Center Remodel in East Grand Forks, MN was presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to accept the Phase Two furniture proposed as quoted in the amount of \$48,632.27. (Handouts on file in the Administrator's Office)

MIS DEPARTMENT

Evan Bruggeman, MIS Director came before the Board with matters pertaining to his department:

1. Microsoft Exchange Vulnerability Update

An update was given to the Board regarding the Microsoft Exchange Vulnerability.

ADMINISTRATION

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

1. Review of Federal Stimulus Bill

The Federal Stimulus Bill was discussed with the Board.

2. County Cash Balances

The Fourth Quarter Comparisons Report for 2016-2020 along with the Fund Cash Balances First Quarter Comparisons 2017-2021 were presented and discussed with the Board. (Reports on file in the Administrator's Office)

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED: 03/19/2021

APPROVED: 03/16/2021

<u>Vendor Name</u>	<u>Amount</u>
Accent Wire Holdings LLC	5,600.87
Acom Solutions Inc	2,247.00
Acuity Specialty Products Inc	3,115.98
Aramark	2,290.99
AT- Scene LLC	7,000.00
Bert's Truck Equip Of Moorhead	7,010.00
BMC Software Inc	2,492.20
Brunelle Farm LLC	3,199.00
Burggrafs Ace Hardware	3,063.35
Church & Dwight Co Inc	9,457.89
Climate Makers	4,428.71
Code 4 Services Inc	5,482.19
Cymbaluk Farms Inc	3,043.00
GHA Technologies Inc	4,011.00
Hennen Equipment Inc	11,412.97
HN Ouality Plumbing Inc	3,116.47
Humongous Holdings LLC	10,738.00
Innovative Office Solutions LLC	3,092.69
Jsb Engineered Solutions	7,126.45
Kurita America Inc	3,837.80
LSO Funding Group LC	4,530.34
MCCC Lockbox	9,939.34
McNeilus Steel Inc	4,259.10
Michaelson/Gerald & Kimberly	2,365.00
Morris Electronics Inc	7,523.80
Northdale Oil Inc	4,029.45
Pemberton Law PLLP	2,530.50
Polk County	6,310.30
Polk County Highway Department	9,894.21
Productivity Plus Account	2,354.64
PSI Engineering LLC	6,481.14
Reese Electric	2,738.59
Reliance Telephone & Security	21,100.00
TURFTEC	3,974.45
Tyler Technologies Inc	2,116.42
Univar Usa Inc	9,688.00
US Bank Voyager Fleet Sys	4,835.17
Vanguard Appraisals Inc	3,600.00
Wenck Associates Inc	18,726.50
Widseth Smith Nolting & Assoc	19,703.20
198 Payments less than 2000	86,776.22
Final Total:	335,242.93

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., March 23, 2021.

Gerald Jacobson, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board