

MARCH 17, 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., March 17, 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 adding No. 5 under the consent agenda and removing MNDOT for March 17, 2020.

REVISED CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the consent agenda for March 17, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, \$150,277.93; Public Works Fund, \$82,964.09; Public Safety Fund, \$30,526.80; Public Health Fund, \$21,523.77; Forfeited Tax Sale Fund, \$100.00; CAP Grant Project, \$1,376.00; Environmental Services Fund, \$13,339.04; Resource Recovery Fund, \$116,454.10; Landfill Fund, \$31,284.10; Per Diems, \$1,650.00; Meal Reimbursements (without overnight lodging), \$224.60 and Sign Audit List.
2. Approve the February 4, February 18, February 25 and March 3, 2020 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the mount of \$14,622.89 for credit card purchases.
4. Approve payment to Hewlett Packard, Inc., Boston, MA in the amount of \$5,271.82 for docking stations, monitors and laptops for the MIS Department.
5. *Approve payment to US Bank, St. Louis MO in the amount of \$140,687.38 for procurement card purchases.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended a Maple Lake Improvement Association meeting regarding large boat canopy covers. He also participated in a subcommittee meeting for Northwestern Mental Health Center focused on outreach and promotion. In addition he participated in the Land of the Dancing Sky Agency on Aging meeting where the focus was getting food to seniors during the COVID 19 crisis.
2. Commissioner Strandell brought forth that he participated in a meeting with East Grand Forks officials regarding the closing of City buildings to the public. He also participated in the Tri-County Community Corrections meeting. In addition he attended the Northwest Regional Development Commission and Radio Board meeting.
3. Commissioner Willhite brought forth that he participated in the Tri-Valley Opportunity Council meeting.
4. Commissioner Lee brought forth that she participated in a Solid Waste Advisory Board meeting.

5. Commissioner Diedrich brought forth that he participated in a Tri-Valley Opportunity Council meeting where the financial audit was the focus. In addition he attended a MCIT meeting where the COVID 19 virus was the focus.
6. The Polk County Township Association meeting scheduled for March 24, 2020 has been cancelled.

COUNTY ATTORNEY

Greg Widseth came before the Board with matters pertaining to his department:

1. **Closed Session – Pursuant To Minnesota Statutes 13D.05, Subd. 3(b) And The Attorney Client Privilege, To Discuss Proposed Settlement Of Town Square General L.L.C. Tax Appeal**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to move into closed session at 10:02 a.m.

2. **Action To Move Back Into Open Session To Address Settlement Proposal Of Town Square General L.L.C. Tax Appeal**

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to reconvene into regular session at 10:08 a.m. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the stipulation as presented and authorize the County Attorney to sign said stipulation.

3. **Regulation of Large Boat Canopy Covers**

Discussion along with a handout pertaining to large boat canopy covers on public waters within Polk County was presented to the Board. (Handout on file in the Administrator's Office)

SOCIAL SERVICES

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

1. **Two Child Support Officer Positions Replacement Requests**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve refilling two (2) Child Support Officer positions and any internal subsequent position vacancies occurring as a result of this action.

2. **Eligibility Worker Position Replacement Request**

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve refilling an Eligibility Worker position working with Adult Services and any internal subsequent position vacancies occurring as a result of this action.

3. **Eligibility Worker Position Replacement Request**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve refilling an Eligibility Worker position working with the METS Program and any internal subsequent position vacancies occurring as a result of this action.

ADMINISTRATION

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

1. Employer Support of the Guard and Reserve Day

Discussion along with a handout/agenda pertaining to The Army National Guard's 2/136 Combined Arms Battalion and ESGR Employer Day have invited employers to an employer-focused event at Camp Ripley, MN. This Employer Day will entail seeing and hearing what your Minnesota Army National Guard Service members do, view some of their equipment and observe a portion of their training along with other activities. This daylong activity would mean flying from Crookston Airport to Camp Ripley and back by helicopter that day. (Handout on file in the Administrator's Office)
** This event has been postponed.

2. Follow Up Review Of Enterprise Software Proposals

Discussion along with a handout pertaining to the updates on the Munis Software Options from Tyler Technologies was presented to the Board. Geniene Scherer from Abdo, Eick & Meyer attended the Board meeting via web portal to review the changes made since the last Board discussion on these options. (Handout 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. Sweeper Quotes

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to contract with Total Lawn Care, Crookston, MN in the amount of \$92.00 per hour for street sweeping services in small cities for 2020.

2. Resolution (2020-30) CSAH 2 From TH 92 To Polk Pennington County Line – 60 MPH

CSAH 2 From TH 92 to Polk Pennington County Line
60 MPH
RESOLUTION (2020-30)

The following resolution (2020-30) was offered by Commissioner Strandell:

WHEREAS, County State Aid 2 from TH 92 to Polk Pennington County Line has a speed limit of 55 mph as per MN Statute 169.14.

WHEREAS, State Statutes and the Minnesota Department of Transportation regulation govern speed zoning on local roads.

WHEREAS, Polk County believes the speed limits on County State Aid Highway 2 should be increased to 60 mph outside the city limits of Gully from TH 92 to Polk Pennington County Line.

NOW THEREFORE BE IT RESOLVED, By the Board of County Commissioners of Polk County that the Minnesota Department of Transportation restudy the posted limits on CSAH 2.

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

3. Resolution (2020-31) Bridge Replacement Priority List

Bridge Replacement Priority List
RESOLUTION (2020-31)

The following resolution (2020-31) was offered by Commissioner Lee:

WHEREAS, Polk County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

WHEREAS, Polk County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

WHEREAS, Polk County has determined that the following deficient bridges on the County State Aid Highway, County Road and Township systems are a high priority and require replacement or rehabilitation and

Bridge No.	New Bridge No.	Road No.	Estimated Proj. Cost	Federal	Local	Bridge Funds	Proposed Const. Yr.
7041	60567	CSAH 1	800,000		400,000	400,000	2020
7042	60568	CSAH 1	800,000		400,000	400,000	2020
5767	60565	CSAH 1	4,000,000		500,000	3,500,000	2020
LT10	60L49	Brandsvold	150,000		10,000	140,000	2020
60504		CSAH 9	600,000		300,000	300,000	2021
L7510		Euclid	65,000		5,000	60,000	2021
L5792		Kertsonville	75,000		5,000	70,000	2021
L7624		Lessor	75,000		5,000	70,000	2021
L5788		Chester	400,000		20,000	380,000	2021
L7522		Scandia	400,000		20,000	380,000	2021

WHEREAS, Local roads play an essential role in the overall state transportation network and local bridges are the critical component of the local road systems, and

WHEREAS, The State's support for the replacement or rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road systems and is necessary for the county and townships to proceed with the replacement or rehabilitation of the high priority deficient bridges described above; and

WHEREAS, Polk County intends to proceed with replacement or rehabilitation of these bridges as soon as possible when Funds are available.

FURTHERMORE, Polk County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Polk County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

NOW THEREFORE BE IT RESOLVED, That Polk County commits that it will proceed with the design and contract documents for these bridges immediately after being notified that funds are available in order to permit construction to take place within one year of notification.

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

PUBLIC HEALTH

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

1. COVID 19 Status Report

An update was given to the Board regarding the COVID 19 virus. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to allow the County Administrator latitude to concur with the Chairman of the County Board in the decisions regarding the safety and welfare of the County employees during the COVID 19 event.

****MNDOT - CANCELLED**

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:

COMMISSIONER WARRANTS
 DATED 03/20/2020
 APPROVED 03/17/2020

<u>Vendor Name</u>	<u>Amount</u>
Acuity Specialty Products Inc	3,345.19
Altru Health System	2,360.00
Ameripride Linen & Apparel Service	2,046.33
Architectural Resources Inc	5,198.75
Beltrami Industrial Services	67,405.38
Brad's Electric	2,120.18
Cardinal Health	2,013.53
Carlson Inc/Re	2,040.00
Church & Dwight Co Inc	9,317.64
Code 4 Services Inc	10,555.63
Crookston Fuel Company	3,818.40
D & T Ventures, LLC	3,175.00
Domson BG Service	2,962.00
DS Solutions Inc	2,132.00
Fosston Municipal Utilities	2,446.55
Hennen Equipment Inc	3,734.32
HP INC	57,710.47
Intradyn	5,100.00
Lean Packaging	3,879.56
Lenes Sand & Gravel Inc	5,500.00
MCCC BIN#135033	9,840.00
Morris Electronics Inc	2,986.20
Northern Propane	11,624.99
Polk County Administrator	3,048.46
Polk County Highway Department	12,794.81
SeaChange Printing & Marketing	3,333.81
TheraCom LLC	6,530.30
U S Water Services	6,107.51
US Bank Voyager Fleet Sys	5,005.31
Vanguard Appraisals Inc	20,546.00
Wenck Associates Inc	20,977.60
Widseth Smith Nolting & Assoc	36,889.94
Winter Truck Line Inc	2,073.50
Ziegler Inc	3,614.65
Ziegler Inc	4,927.55
243 Payments less than 2000	100,684.27
Final Total:	447,845.83

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., March 24, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board