

MARCH 24, 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 24, 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 Bjerk, Deputy Clerk of the Board.

Chair Willhite offered a prayer for the group in light of the coronavirus impacts on people and our country.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the revised March 24, 2020 agenda adding No. 4 under Environmental Services.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the March 24, 2020 consent agenda:

1. Approve the March 17, 2020 Board minutes.
2. Approve payment to Minnesota Counties Intergovernmental Trust, St. Paul, MN in the amount of \$42,908.00 for 2020 Property Re-Insurance Coverage for the Resource Recovery Facility.
3. Approve payment to Enterprise FM Trust, Kansas City, MO in the amount of \$10,460.60 vehicle maintenance for the Sheriff's Office.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he had a virtual Northwestern Mental Health Center meeting; subcommittees, financial information and the COVID-19 virus were the main topics.
2. Commissioner Strandell brought forth that he had an MPO meeting via telephone.
3. Commissioner Willhite brought forth that he had an Emergency Preparedness meeting where the COVID-19 virus was the topic of discussion. A Lake Agassiz Regional Library meeting was held where fund raising was discussed.
4. Commissioner Lee brought forth that she had an SCHSAC (State Community Health Services Advisory Committee) meeting/MDH Board meeting where the COVID-19 virus was the topic of discussion. Also an Inter-County Community Council meeting was attended where assistance, grants and funding were discussed.
5. Commissioner Diedrich brought forth that he had a virtual Northwestern Mental Health Center meeting; subcommittees, financial information and the COVID-19 virus were the main topics.

SHERIFF

Jim Tadman, Polk County Sheriff, along with Jody Beauchane, Emergency Management came before the Board with matters pertaining to the Sheriff's Office:

1. Purchase of New Emergency Management/Command Trailer

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to accept the quote from Outlet Recreation.com for an EM/Command trailer in the amount of \$29,105.00 and amending the Sheriff's Department 2020 budget to allow for this trailer purchase.

2. Resolution (2020-32) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From The City of Climax In Memory Of Gary Letness

Resolution Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From The City of Climax In Memory Of Gary Letness
RESOLUTION (2020-32)

The following resolution (2020-32) was offered by Commissioner Strandell:

WHEREAS, City of Climax has made a financial donation of \$100.00 in memory of Gary Letness to support the Polk County K9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept the financial donation on behalf of Polk County Sheriff's Office and put towards the Polk County K9 Program.

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

1. The financial donations from the City of Climax in memory of Gary Letness, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for Polk County K9 Program.

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

3. Resolution (2020-33) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Kustom Kollision, LLC, Crookston, MN

Resolution Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Kustom Kollision, LLC, Crookston, MN
RESOLUTION (2020-33)

The following resolution (2020-33) was offered by Commissioner Jacobson:

WHEREAS, Kustom Kollision LLC, Crookston, MN made a financial donation of \$500.00 to support the Polk County K9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept the financial donation on behalf of Polk County Sheriff's Office and put towards the Polk County K9 Program.

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

1. The financial donations from Kustom Kollision LLC, Crookston, MN which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for Polk County K9 Program.

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

4. Monthly Sheriff Reports

The February monthly Sheriff Reports were discussed and presented to the Board. (Monthly reports on file in the Administrator's Office)

ENVIRONMENTAL SERVICES

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

1. Tire Recycling Contract - 2020

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve ESA to execute the Contract as presented to the Board for tire recycling service with Liberty Tire, Savage, MN with added language reserving the right to use the tires for any Polk County purpose without penalty. (Contract on file in the Administrator's Office)

2. 2020 Score Resolution

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the Environmental Services Director to execute the SCORE Grant Agreement as presented to the Board with the Minnesota Pollution Control Agency for FY 2020. (Agreement on file in the Administrator's Office)

3. Landfill Expansion – Wetland Replacement

Discussion of the Landfill Expansion – Wetland Replacement was tabled and will be discussed at a future Board meeting.

4. * Amendment #01 – CY 2020 – CY 2022 Polk County Roll-Off Hauling Contract

The Amendment to Contract #01 CY 2020 – CY 2022 Polk County Roll-Off Hauling Contract was discussed and presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Amendment to Contract #01 as presented. (Amendment 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. New or Low Hour Used Motor Grader

Tabled until a future Board meeting (waiting on quotes)

2. Radios For Highway Department

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award the quote to Stones Radio, Grand Forks, ND in the amount of \$80,537.40 for the 800 MHZ radios and amending the Highway Department’s 2020 budget to reflect this purchase. Sanders was asked to check if 800 MHZ grant funding for this purchase is available.

3. SP 060-621-014 CSAH 21 from TH 220 to TH 75

Tabled until future Board meeting (waiting on information)

4. SP 060-601-061 CSAH 1 from CSAH 10 to TH 59 & SP 060-616-010 CSAH 16 from TH 75 to CSAH 9

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award SP 060-601-061 etc. to Knife River Materials, Bemidji, MN in the amount of \$1,881,907.80 and have the Chair and the Polk County Administrator sign the contracts.

5. SAP 060-620-018 CSAH 20 from CSAH 19 to CSAH 21

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award SAP 060-620-018 to Knife River Materials, Bemidji, MN in the amount of \$552,441.70 and have the Chair and the Polk County Administrator sign the contracts.

ADMINISTRATION

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

1. Resolution (2020-34) Declaring A State Of Emergency (COVID-19)

Declaring A State Of Emergency (COVID-19)
RESOLUTION (2020-34)

The following resolution (2020-34) was offered by Commissioner Lee:

WHEREAS, The COVID-19 pandemic event will impact the population of Polk County and its cities due to the disruption of services, to include the closure of schools, childcare services and other services that will negatively impact day to day life; and

WHEREAS, The Polk County Emergency Management Director requests the Polk County Board declare Polk County in a STATE OF EMERGENCY for the COVID-19 pandemic event of March 2020.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners declares Polk County in a State of Emergency for conditions

resulting from the COVID-19 pandemic event of March 2020.

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

2. Discussion of Future County Board Meetings and Public Access

Options were discussed with the Board regarding the future Board meetings and public access.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to amend the March 24, 2020 agenda adding Resolution (2020-35) Restricting Public Access To County Buildings During The Novel Coronavirus Outbreak Of 2020.

1. Resolution (2020-35) Restricting Public Access To County Buildings During The Novel Coronavirus Outbreak Of 2020

**Restricting Public Access To County Buildings
During The Novel Coronavirus Outbreak Of 2020**
RESOLUTION (2020-35)

The following resolution (2020-35) was offered by Commissioner Strandell:

WHEREAS, On March 13, 2020, the Governor of the State of Minnesota declared a peacetime emergency related to the transmission of the novel coronavirus and its resulting illness, which is designated as COVID-19;

WHEREAS, COVID-19 is a viral respiratory illness caused by a novel coronavirus, which is potentially fatal and known to spread rapidly among populations without preventative measures and rapid action by local authorities;

WHEREAS, Public health authorities have recommended that action be taken to reduce likelihood of novel coronavirus transmission in public places and in order to slow down “community transmission” of the virus;

WHEREAS, The Polk County Board of Commissioners has a responsibility to manage operations within its facilities in a way that best protects Polk County employees from becoming ill and best prevents or slows the transmission of the novel coronavirus;

WHEREAS, Many cities and counties in Minnesota are restricting public access to city and county buildings in light of the state of emergency and the COVID-19 outbreak;

WHEREAS, On March 17, 2020, the Polk County Board of Commissioners passed a resolution authorizing the Polk County Administrator and the Board Chair to limit the public’s access to Polk County buildings if deemed necessary due to the COVID-19 outbreak; and

WHEREAS, On Friday March 20, 2020, The County Administrator, in consultation with the Board Chair, closed Polk County offices to the general public pending response to mitigation efforts against the COVID-19 virus; and

WHEREAS, Minn. Stat. 373.052, subd. 1b, authorized the County Board to close county offices if there is an emergency situation, public business is transacted at other reasonable times and places, and the public interest is served. That statute also authorizes the County Board to retroactively approve an emergency closing at its next succeeding meeting; and

WHEREAS, The Polk County Board of Commissioners believes that the public interest will be served by limiting public access to county buildings in light of the COVID-19 outbreak.

THEREFORE BE IT RESOLVED THAT:

1. Effective as of noon, Friday, March 20, 2020, all county buildings are closed to physical public access until further notice except as allowed by the County's modified procedures for access to county services referred to above.
2. The County Administrator is directed to work with county department heads to develop and institute procedures and policies for the provision of essential county services without the requirement of entry into county buildings; primarily by phone, email, and other means, without unnecessary face-to-face contact between members of the public and county employees.
3. Any procedures shall be consistent with the Orders issued by the Supreme Court of the State of Minnesota on March 13, 2020, and March 20, 2020.
4. Any procedures shall be consistent with Open Meeting Law (providing access of the public to public meetings of public bodies), Government Data Practices Law, the Americans with Disabilities Act, or any other state or federal law.
5. Closure of Polk County buildings will continue until further resolution of the County Board or until otherwise directed by the County Administrator.

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

PUBLIC HEALTH

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

1. COVID-19 Update

An update was given to the Board regarding the COVID-19 virus. The Minnesota Department of Health website was referenced.

With no further business the Board adjourned to reconvene at 8:00 a.m., April 7, 2020.

Gary Willhite, Chair

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