

APRIL 7, 2020
WEBEX PHONE CONFERENCE
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session via Webex phone conference at 8:00 o'clock a.m., April 7, 2020, Crookston, MN. Members present via Webex phone conference: 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.

REVIEW OF MEETING PROCEDURES

Administrator Whiting reviewed the procedures noted in the packet memo for the Board to conduct this Webex meeting.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the April 7, 2020 agenda adding Michelle Cote, Property Records.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the April 7, 2020 consent agenda:

1. Approve Auditor Warrants.
2. Approve the March 24, 2020 Board minutes.
3. Approve payment to Card Member Services, St. Louis, MO in the amount of \$12,297.52 for credit card purchases.
4. Approve payment to Thyssenkrupp Elevator Corporation, Atlanta, GA in the amount of \$46,937.50 for a down payment for the Government Center elevator project.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he participated in an MRC and RCC meeting where much of the focus was property tax payment alternatives.
2. Commissioner Strandell brought forth that he participated in the Pine to Prairie Drug Task Force meeting.
3. Commissioner Willhite brought forth that he participated in an Emergency Preparedness and Department Head meeting.
4. Commissioner Lee brought forth that she participated in the Pine to Prairie Drug Task Force meeting. She also participated in the AMC COVID-19 Webinar. In addition, she participated in an US Department of Homeland Security and the FEMA Department electronic meetings focusing on unemployment and business loans.
5. Commissioner Diedrich brought forth that he had no meetings since the prior Board meeting.

PROPERTY RECORDS

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

1. Liquor License Fees

The COVID-19 Virus has created a significant impact the way these entities can do business if at all. Discussion was held with the Board regarding the 2020-2021 liquor license fees for these entities. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to change the current On Sale liquor license fee from \$1,200.00 to \$600.00 for 2020-2021. ** All other liquor license fees to remain unchanged.

ADMINISTRATION

Chuck Whiting, Polk County Administrator and Karen Warmack, Director of Social Services came before the Board with matters pertaining to her department:

1. Social Worker – CPS Replacement Request – Social Services

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to refill a Social Worker-Child Protection Specialist position, and any internal subsequent position vacancies occurring because of this action.

HIGHWAY

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

1. Replace Maintenance Man II Position – Highway Department

Due to a resignation, a motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to allow the Polk County Highway Department to fill the Maintenance Man II position and authorize Human Resources to advertise for this position.

2. New or Low Hour Used Motor Grader

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the quote to RDO Equipment, Grand Forks, ND in the amount of \$240,590.00 for a new Motor Grader.

3. 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 Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to award SP 060-601-061 CSAH 1 from CSAH 10 to TH 59 and SP 060-616-010 CSAH 16 from TH 75 to CSAH 9 to Knife River Materials, Bemidji, MN in the amount of \$1,881,907.80 and have the Polk County Chair and the Polk County Administrator sign the contracts.

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

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award SP 060-621-014 from TH 220 to TH 75 to Knife River Materials of Bemidji, MN in the amount of \$2,475,221.00 and have the Polk County Chair and the Polk County Administrator sign the contracts.

5. 060 SAP 060-623-019 – CSAH 23 from TH 220 to 1 mi. East of Tabor, MN – Widen/overlay

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award SAP 060-623-019 to Knife River Materials, Bemidji, MN in the amount of \$2,925,259.20 and have the Polk County Chair and the Polk County Administrator sign the contracts.

- 6. SAP 060-601-065 - CSAH 1 in Beltrami, MN**
SAP 060-112-001 - CSAH 112 in Beltrami, MN
SAP 060-601-067 - CSAH 1 in Neilsville, MN
SAP -109-001 - CSAH 109 in Neilsville, MN

A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to award SAP 060-601-065 - CSAH 1 in Beltrami, MN SAP 060-112-001 - CSAH 112 in Beltrami, MN, SAP 060-601-067 - CSAH 1 in Neilsville, MN, SAP -109-001 - CSAH 109 in Neilsville, MN to Anderson Brothers Construction, Brainerd MN in the amount of \$198,000.00 and have the Polk County Chair and the Polk County Administrator sign the contracts.

FACILITIES

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

- 1. Change Order 001**

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to accept Change Order No. 001 and all its parts for the Net Change of (\$5,956.00).

- 2. Update on the East Grand Forks Human Service Center Building**

An update was provided on the damage and staff impact due to two significant leaking events.

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.

EMERGENCY MANAGEMENT

Jody Beauchane, Emergency Management came before the Board with matters pertaining to Emergency Management:

- 1. Emergency Management Update – Virus and Flood Support**

An update was given to the Board regarding the COVID-19 virus and the 2020 flood.

POLK COUNTY DEPARTMENTS

- 1. Department Work Responses To COVID-19 Situation**

Mark Dietz, Facilities Manager Sarah Reese, Public Health Director, Evan Bruggeman, Information Systems Director, Andy Larson, Executive Director of Tri-County Community Corrections, Greg Widseth, Polk County Attorney, Alecia Helms, Human Resource Director, Jon Steiner, Environmental Services Director, Karen Warmack, Social Services Director, Richard Sanders, County Engineer, Ron Denison, Finance Director, Kurt Ellefson, Veteran's Service Director, Michelle Cote, Property Records Director and Chuck Whiting, Administrator came before the Board

with reviews and updates from their respective departments relative to changes made in response to the COVID-19 virus and Governor Walz’s stay at home order.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 03/02/2020

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	307.75
Final Total:	307.75

AUDITOR WARRANTS 03/02/2020

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	95.00
Final Total:	95.00

AUDITOR WARRANTS 03/10/2020

<u>Vendor Name</u>	<u>Amount</u>
Great Plains Natural Gas Co	11,536.27
Halstad Telephone Co	9,543.70
Norman County Public Health	6,278.11
Northdale Oil Inc	2,103.11
Northside Express	2,476.48
Ottertail Power Co	3,336.58
Polk County Public Health	11,415.72
Powerplan OIB	5,610.00
University Of North Dakota	6,250.28
18 Payments less than 2000	8,274.31
Final Total:	66,824.56

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AUDITOR WARRANTS 03/17/2020

<u>Vendor Name</u>	<u>Amount</u>
Becker County Human Services	67,179.66
BELTRAMI COUNTY SOLID WASTE	3,583.33
Cardmember Service	12,365.42
Clay County Public Health	20,772.94
ENTERPRISE FM TRUST	6,807.82
Fischer Rust, Stock & Rust, PLLC	2,720.00
Fosston Municipal Utilities	52,933.19
Garden Valley Technologies	2,733.81
GreatAmerica Financial Services	9,825.32
HP INC	5,271.82
Kronos SaaShr Inc	3,541.71
Lakeland Mental Health Center Inc	3,996.00
Lenes Sand & Gravel Inc	31,807.85
Lepier Oil Company Inc	4,116.79
Mn State Treasury	5,892.50
Norman County Public Health	43,421.93
Ottertail Power Co	16,814.64
Ottertail Public Health	46,501.22
Polk County Public Health	85,012.35
Reynolds Harbott Knutson & Larson PLLC	4,621.55
Standard And Poor's	13,500.00
Verizon Wireless	4,220.10
31 Payments less than 2000	14,858.70
Final Total:	462,498.65

AUDITOR WARRANTS 03/24/2020

<u>Vendor Name</u>	<u>Amount</u>
Crookston Water Department	3,013.75
Davidson Construction	126,933.30
ENTERPRISE FM TRUST	10,460.60
Great Plains Natural Gas Co	2,261.64
Norman County Public Health	3,319.35
Northwestern Mental Health Center	7,063.00
Ottertail Power Co	2,272.09
Polk County Administrator	139,791.33
Polk County Public Health	3,924.57
Thomson Reuters - West	2,823.22
14 Payments less than 2000	8,250.70
Final Total:	310,113.55

AUDITOR WARRANTS 03/31/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
BELTRAMI COUNTY SOLID WASTE	2,747.71
Dorsey & Whitney	17,500.00
Marshall County Coop	3,980.00
Marshall Polk Rural Water Sys	2,347.80
MCIT	42,908.00
Norman County Public Health	55,892.16
Polk County	49,581.40
Polk County Public Health	140,467.90
Public Financial Management	30,500.00
Sandhill Snowcruisers	39,702.88
18 Payments less than 2000	11,538.33
Final Total:	399,819.18

MANUAL WARRANTS 03/02/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	4,475.49
Final Total:	4,475.49

MANUAL WARRANTS 03/03/2020

<u>Vendor Name</u>	<u>Amount</u>
East Polk Soil & Water	4,206.50
ENTERPRISE FM TRUST	5,477.31
Fertile Oil Company	33,769.89
Fischer Rust, Stock & Rust, PLLC	2,803.75
GHA Technologies Inc	2,792.01
Norman County Public Health	8,692.15
Polk County Public Health	16,275.45
Reynolds Harbott Knutson & Larson PLLC	4,352.85
SHI International Corp	12,316.00
Total Lawn Care & Landscaping	6,220.00
Towmaster	225,606.00
West Polk Soil & Water	4,206.50
19 Payments less than 2000	10,389.22
Final Total:	337,107.63

MANUAL WARRANTS 03/06/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	162,112.24
Minnesota Revenue	27,508.05
Final Total:	189,620.29

MANUAL WARRANTS 03/09/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,985.96
Final Total:	2,985.96

MANUAL WARRANTS 03/10/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	4,999.43
Final Total:	4,999.43
MANUAL WARRANTS 03/20/2020	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	140,307.64
Final Total:	140,307.64
MANUAL WARRANTS 03/20/2020	
<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	118.38
Final Total:	118.38
MANUAL WARRANTS 03/20/2020	
<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	318.00
Final Total:	318.00
MANUAL WARRANTS 03/20/2020	
<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	388.17
Minnesota Revenue	3,404.00
Mn Dept Of Rev Tax Division	31,101.77
Mn Dept Of Revenue	34.00
Mn Dept Of Revenue	125.00
Final Total:	35,052.94
MANUAL WARRANTS 03/20/2020	
<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	259,454.50
Final Total:	259,454.50
MANUAL WARRANTS 03/20/2020	
<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	159,726.90
Minnesota Revenue	26,959.60
Final Total:	186,686.50
MANUAL WARRANTS 03/23/2020	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	7,090.43
Final Total:	7,090.43
MANUAL WARRANTS 03/30/2020	
<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,904.11
Final Total:	1,904.11
MANUAL WARRANTS 03/30/2020	

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	1,762,706.25
Final Total:	1,762,706.25

With no further business, the Board adjourned to reconvene at 9:30 a.m., April 21, 2020.

Gary Willhite, Chair

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