

**APRIL 20, 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., April 20, 2021. Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Willhite, Commissioner Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote, Deputy Clerk of the Board. Commissioner Gerald Jacobson was absent.

**REVISED AGENDA**

A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the revised April 20, 2021 agenda adding "Nielsville Bridge Crossing" to No. 2 under Administration.

**CONSENT ITEMS**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the April 20, 2021 consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$122,117.32 Public Works Fund, \$115,482.70; Public Safety Fund, \$79,664.20; Public Health Fund, \$11,114.73; CAP Grant Project, \$344.00; Special Assessments Ditch Fund, \$4,796.90; Environmental Services Fund, \$11,314.30; Resource Recovery Fund, \$269,440.44; Landfill Fund, \$34,009.85; Per Diems, \$900.00; Meal Reimbursements (without overnight lodging), \$168.46 and Sign Audit List.
2. Approve payment to US Bank, St. Louis, MO in the amount of \$70,960.99 for procurement card purchases.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Strandell brought forth that he attended a Tri-County Community Corrections meeting where information was shared that the census is increasing.
2. Commissioner Lee brought forth that she attended the Wild Rice Marsh One Watershed One Plan meeting where information was shared that the Watershed is to receive 1.3 million. She also participated in the AMC Education and Training Committee meeting that focused on how counties have handled the pandemic. She also provided information regarding her monthly Fosston Radio Program. In addition, she participated in the Joint Judicial Ditch 72 and State Ditch 61 Redetermination Final Hearing in McIntosh. She also participated in the Solid Waste meeting and a DAC meeting.
3. Commissioner Willhite brought forth that he participated in the Tri-Valley Opportunity Council meeting where information was shared regarding the budget. He also participated in a zoom LARL meeting which was focused on the 2020 budget cost savings.
4. Commissioner Holy brought forth that he had nothing to report.

**SHERIFF**

James Tadman, Polk County Sheriff came before the Board with matters pertaining to his department:

**1. Polk County Amendment 1 with Minnesota Human Trafficking Investigators Task Force**

Polk County Sheriff's Office is collaborating with the MN Human Trafficking Task Force through an executed JPA. The State of Minnesota Joint Powers Agreement Human Trafficking Investigators Task Force Amendment 1 was discussed and presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve Amendment 1 with Minnesota Human Trafficking Investigators Task Force as presented. (Agreement 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. Child Support Officer Replacement Request**

A motion was made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve refilling the Child Support Officer position and to refill 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. Approve & Sign Polk County Traill County Agency Agreement**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve and sign the Agency Agreement between Polk County and Traill County ND for NDDOT Project No. BRC-4906(055) as presented to the Board. (Agreement on file in the Administrator's Office)

**2. Resolution (2021-36) Enter Into Agreement With Traill County NDDOT Project No. BRC-4906(055)**

**Resolution (2021-36)  
Enter Into Agreement With Traill County  
NDDOT Project No. BRC-4906(055)**

The following resolution (2021-36) was offered by Commissioner Willhite:

BE IT RESOLVED, That the County of Polk enter in Agreement with the County of Traill for the following purposes, to wit: to provide for payment by Polk County to Traill County the costs attributable in the preliminary engineering, design, construction, inspection, documentation and contract payments of project: NDDOT Project No. BRC-4906(055).

BE IT FURTHER RESOLVED, That the proper County Officers are hereby authorized and directed to execute such cooperative construction agreement under the provisions of MSA 471.59.

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

**3. Route and Seal**

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to award CP 121-19-1359 etc. to KAMCO Inc., Dassel, MN in the amount of \$84,680.00 and have the Chair and Administrator sign the contracts.

**4. SAP 060-599-280, SAP 060-599-282, SAP 060-599-285**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award SAP 060-599-280, SAP 060-599-282, SAP 060-599-285 to Taggart Excavating and Septic Service, Newfolden, MN in the amount of \$453,524.00 and have the Chair and Administrator sign the contracts.

**5. SAP 060-599-283, SAP 060-599-284, SAP 060-599-286**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award SAP 060-599-283, SAP 060-599-284, SAP 060-599-286 to Triple D Construction, Plummer, MN with a bid in the amount of \$302,478.00 and have the Chair and Administrator sign the contracts.

**6. County Ditch 28 Maintenance Request**

Need to replace culvert in Field Approach in Section 13 of Hammond Township. The County will provide the culvert, landowner to install. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the work in CD 28 and name Richard Sanders as Engineer over the project.

**7. County Ditch Maintenance Requests**

Halstad Telephone is installing fiber and needs to bore under County Ditches 1, 24, 25, 27, 30, 31, 32, and 34. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the work in CD 1, 24, 25, 27, 30, 31, 32, and 34 and name Richard Sanders as Engineer over the project.

**8. CSAH 11 – Fisher Ave. Construction Camera**

A motion as made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the quote from Earthcam, Roseville, MN to provide a construction camera for Fisher Avenue in the amount of \$18,719.16.

**9. Motion to Amend Resolution (2021-22) Adding The Bridge in the City of Mentor**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to amend Resolution (2021-22) Adding The City of Mentor Bridge. (Resolution from the February 23, 2021 Board meeting)

**Amended**  
**Bridge Replacement Priority List**  
**Adding The Bridge In The City Of Mentor**  
**RESOLUTION (2021- 22)**

The following resolution (2021-22) 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.
LT10	60L59	CSAH 106	100,000		50,000	50,000	2021
60J27	60L57	Esther	80,000		20,000	60,000	2021
7041	60567	CSAH 1	800,000		400,000	400,000	2021
7042	60568	CSAH 1	800,000		400,000	400,000	2021
5767	60565	CSAH 1	4,000,000		500,000	3,500,000	2022
LT10	60L49	Brandsvold	150,000		10,000	140,000	2021
60504	60L55	CSAH 9	600,000		300,000	300,000	2021
L7619	60570	Columbia	800,000		10,000	790,000	2021
LT10	60L51	Euclid	75,000		5,000	70,000	2021
LT10	60L52	Euclid	75,000		5,000	70,000	2021
LT10	60L53	Grove Park	75,000		5,000	70,000	2021
LT10	60L54	Hammond	200,000		20,000	180,000	2021
LT10	60L56	CSAH 21	400,000		200,000	200,000	2022
7097	60569	CSAH 7	4,000,000		500,000	3,500,000	2022
L7510		Euclid	65,000		5,000	60,000	2022
L5792		Kertsonville	75,000		5,000	70,000	2022
L7624		Lessor	75,000		5,000	70,000	2022
L5788		Chester	400,000		20,000	380,000	2022
L7522		Scandia	400,000		20,000	380,000	2022

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

**10. Out of State Travel**

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2021 out-of-state travel list for Richard Sanders, Polk County Highway Engineer as presented to the Board. (2021 out-of-state travel list on file in the Administrator's Office)

**ENVIRONMENTAL SERVICES**

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

**1. Transfer Station – Lot & Compost Pad Project – Permission to Bid**

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize/solicit for bids for the Transfer Station Parking Lot and Compost Pad Project for a Summer 2021 construction date.

**PUBLIC HEALTH**

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

**1. Advertisement & Hire Clerk Typist Cashier III**

Due to a resignation, a motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve

advertising and hiring a Clerk Typist Cashier III position and any subsequent vacancies within Polk County Public Health.

**2. COVID-19 Update**

An update was given to the Board regarding COVID-19 response and COVID-19 vaccines.

**FACILITIES**

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

**1. Safety Issues for the Polk County Justice Center**

Discussion was held with the Board regarding moving the Tri-County Kiosk along with fire door issues in the Justice Center Building. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to accept the proposal from Bergstrom Electric, Inc., to add door holders (\$4,600.00) and move the ATM and BAA (Kiosk) machines to the entryway north of the main entry (\$12,000.00) for a total amount of \$16,600.00.

**2. Fire Code Compliance – Tri-County Justice Center**

Discussion was held with the Board regarding updating the HVAC Management System to meet fire code requirements at the Justice Center Building. The Board reviewed the Johnson Controls Metasys System proposals for pneumatic damper actuators at the Juvenile Center and agreed by consensus it was a project worth pursuing. Chuck Whiting, Administrator and Mark Dietz, Facilities Management Director reviewed the option for use of Capital Improvements Bond funds, requiring a public hearing and amendment to the plan to include this project for use of available funds. Discussion included whether other projects may be worth addressing in a CIP amendment. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the public hearing on May 18, 2021 at 11:00 a.m., to consider amendments to the Capital Improvement Plan.

**ADMINISTRATION**

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

**1. Review of Interim Use Permit Process**

Jon Steiner, Environmental Services Director along with Jacob Snyder, Assistant Environmental Services Administrator came before the Board to discuss the Interim Use Permit Process. The Interim Use Permit Process was presented and discussed with the Board. (Interim Use Permit on file in the Administrator's Office).

**2. \*Letters of Support for Merrifield Bridge Crossing and Nielsville Bridge Crossing**

The deadline for submitting project application for Surface Transportation Grant was April 17, 2021. Letters to Minnesota and North Dakota representatives note the Board and areas support for the Merrifield Bridge and Nielsville Bridge applications were presented and discussed with the Board. A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve both Surface Transportation Authorization Grant Applications for the

Merrifield Bridge crossing and the Nielsville Bridge replacement. (Letters 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:

See Next Page:

<u>Vendor Name</u>	<u>Amount</u>
Al's Electric Inc	15,047.55
Aramark	2,925.89
AWS	2,330.00
Baldwin Supply Company	36,295.97
Beltrami Industrial Services	83,378.45
Bureau Of Criminal Apprehension	2,220.00
Central States Wire Products Inc	2,004.91
Church & Dwight Co Inc	9,457.89
Code 4 Services Inc	13,597.85
Crookston Fuel Company	7,073.08
Crookston Times	2,957.49
Diversified Contractors Inc	8,198.00
Edelman & Associates Inc	3,088.53
Evenaire Systems Inc	14,044.00
Everbridge Inc	12,464.00
Fosston Municipal Utilities	2,446.55
GF- Bergstrom Electric Inc	5,115.59
Grand Forks Welding	2,401.31
Hennen Equipment Inc	6,165.74
HN Quality Plumbing Inc	6,575.71
Integrated Commercialization	2,701.26
Interstate Billing Service	3,007.66
Interstate Power Systems Inc	3,935.62
K & L Inc	3,018.45
Kiesler's Police Supply Inc	5,327.32
Kris Engineering	2,523.94
Kurita America Inc	7,731.29
Lenes Sand & Gravel Inc	2,550.00
LSQ Funding Group LC	2,319.87
Maverick Drone Systems	4,377.45
McNeilus Steel Inc	2,477.38
Mitch Hextell Painting	3,300.00
MN Counties Information Sys	2,698.00
Morgan Printing Inc	4,236.00
Morris Electronics Inc	31,362.16
MPCA	5,927.88
Northdale Oil Inc	2,808.20
Nw Mn Household Hazardous	4,308.00
Pemberton Law PLLP	4,173.50
Polk County Environmental Services	30,410.78
Polk County Highway Department	17,110.63
Polk County IS Department	8,633.63



Pro West & Associates Inc	5,812.88
Productivity Plus Account	7,513.52
Richards Publishing Company, Inc.	2,856.75
Rinke Noonan	29,454.00
Sander Construction Inc	13,099.50
Seaberg Solar Salt	4,327.00
Titan Machinery	4,096.87
True North Steel	73,155.91
Univar Usa Inc	7,432.00
US Bank Voyager Fleet Sys	4,670.83
Wenck Associates Inc	8,561.71
Widseth Smith Nolting & Assoc	8,657.55
Winter Truck Line Inc	2,061.25
222 Payments less than 2000	83,857.14
<b>Final Total:</b>	<b>648,284.44</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., April 27, 2021.

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Joan Lee, Vice-Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board