

**APRIL 21, 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 9:30 o'clock a.m., April 21, 2020. 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.

**AGENDA**

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the April 21, 2020 revised agenda adding No. 3 under the Polk County Administrator.

**CONSENT AGENDA**

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the consent agenda for April 21, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, \$131,604.72; Public Works Fund, \$52,290.93; Public Safety Fund, \$50,749.89; Public Health Fund, \$19,057.44; Forfeited Tax Sale Fund, \$15,433.53; CAP Grant Project, \$6,201.35; Environmental Services Fund, \$20,304.13; Resource Recovery Fund, \$107,090.63; Landfill Fund, \$30,415.31; Per Diems, \$1,725.00 and Sign Audit List.
2. Approve the April 7 and April 15, 2020 (special meeting) minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$40,505.21 for procurement card purchases.
4. Approve payment to Kayla Schumacher, Tax Payer Service Center in the amount of \$168.65 for mileage, printer and supplies.
5. Approve payment to the Grand Forks Herald in the amount of \$275.08 for a 52-week subscription for the Incinerator.

**COUNTY BOARD MEMBER ISSUE FORUM**

1. Commissioner Jacobson brought forth that he attended electronically a Dancing Sky Board meeting on Aging.
2. Commissioner Strandell brought forth that he attended several meetings electronically.
3. Commissioner Willhite brought forth that he attended a Polk Norman Mahnomen County Public Health meeting.
4. Commissioner Lee brought forth that she attended a Red Lake River Corridor meeting where the focus was on funding that was not approved. She participated in a call for the White House Department of the Interior regarding the CARES Act. She also participated in an AMC call on work force and economic development. In addition, she participated in a 2<sup>nd</sup> White House call that focused on Mental Health issues. She also participated in a DAC meeting where the focus was finances and employee furloughs in addition to an Inter-County Community Council meeting. The EPA Small Committee Advisory Board also met electronically where local issues were the focus.

She also participated in the Polk Norman Mahnomen County Public Health Advisory Board meeting. She received a call from a concerned citizen regarding their Environmental Services Assessment on a property where the house was removed. Discussion was brought forth regarding a resolution that Clearwater County is putting forth to Governor Walz regarding the opening up of businesses.

5. Commissioner Diedrich brought forth that he attended the Tri-Valley Opportunity Council meeting.

### **SOCIAL SERVICES**

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

- 1. Office Support Specialist 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 Office Support Specialist position and any internal subsequent position vacancies occurring because of this action.

- 2. Contract with Department of Employment & Economic Development (DEED)**

Discussion along with the Contract with the Department of Employment and Economic Development (DEED) in the amount not to exceed \$20,849 for the SNAP Program for a contract period from April 10, 2020 through September 30, 2020 was presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the Contract as presented. (Contract on file in the Administrator's Office)

### **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.

### **PROPERTY RECORDS**

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

- 1. Forfeit Mowing Quotes**

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote for the mowing of forfeited properties by Bob's Lawn Care, Crookston, MN in the amount of \$25.00 flat rate for 1 - 2,500 square feet, \$.273 per square foot for square footage in excess of 2,500, and an hourly rate of \$30.00 plus mileage for miscellaneous lawn maintenance activities including snow removal.

- 2. Lease of Flood Buyout Property 09.00288.00**

The Flood Acquisition Property Lease/Former Richard Benson Property Parcel No. 09.00288.00 was discussed and presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson to approve lease of Parcel No. 09.00288.00 to Steve Flaas, Fisher, MN as presented. (Lease on file in the Administrator's Office) Commissioner Strandell rescinded his motion. Commissioner

Jacobson rescinded his 2<sup>nd</sup> to the motion. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to table the approval of the lease for Parcel No. 09.00288.00 to Steve Flaata, Fisher, MN until the 04/28/2020 meeting for further legal review.

**3. Important Election Dates**

Discussion was held with the Board regarding the upcoming Primary and General Election dates:

- May 19, 2020 - June 2, 2020; Candidate Filing
- June 4, 2020; Last Day for a candidate to withdraw
- June 26, 2020; Primary Election Absentee Voting Begins
- August 10, 2020; Last day to request Absentee Ballot
- August 11, 2020; Primary Election
- August 13, 2020 1:00 pm; Primary Election Canvassing
- September 18, 2020; General Election Absentee Voting Begins
- November 2, 2020; Last day to request Absentee Ballot
- November 3, 2020; General Election
- November 10, 2020 1:00 pm General Election Canvassing.

**4. Designation of Absentee Voting Location**

In order to better service the residents of Polk County pursuant to Minnesota Statutes 203B.05 an additional Absentee voting location will be designated in the City of East Grand Forks, MN. Voters from East Grand Forks Wards 1-5 will be served from this location for the 2020 Primary and General Elections.

**5. 2020 Primary and General Election Canvassing Dates**

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to set the dates to canvass the ballots for the 2020 Primary Election on Thursday August 13, 2020 at 1:00 pm and for the 2020 General Election on Tuesday November 10, 2020 at 1:00 pm in the Polk County Board Room.

**6. Appointment of Election Judges**

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to appoint the list of persons as presented to the Board as Election Judges for the 2020 Election(s) to be utilized in Testing, Validating, Tabulation and Technical support. (Complete list on file in the Administrator's Office).

**7. Resolution (2020-38) Establishing An Absentee/Mail Ballot Board For The 2020 Primary And General Elections**

**Establishing An Absentee/Mail Ballot Board  
For The 2020 Primary And General Elections**

**RESOLUTION (2020-38)**

The following resolution (2020-38) was offered by Commissioner Diedrich:

WHEREAS, Polk County Board of Commissioners is required by Minnesota Statutes 203B.121, Subd 1 to establish an Absentee Ballot Board effective June 26, 2020 for the

Primary Election to be held August 11, 2020 and the September 18, 2020 for the General Election November 3, 2020; and

WHEREAS, This Board will bring uniformity in the processing of accepting or rejecting returned absentee, mail and uocava ballots in Polk County; and

WHEREAS, The Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee, mail and uocava ballots;

WHEREAS, The following persons are appointed for the purpose of the Absentee Ballot Board Polk County: Michelle Cote, Casey “CJ” Wilde-Olson, Kayla Schumacher, Connie Desrosier, Wendi Dalrymple, Cynthia Johnson, Breanna Wavra, Beverly Johnson, Janet Mattison, Sam Melbye, Annalee Jones, Diana Amiot, and Jennifer Perreault. City of East Grand Forks: Megan Nelson, David Murphy and Karla Anderson.

BE IT RESOLVED, That the Board of County Commissioners of the County of Polk hereby establishes an Absentee Ballot Board that would consists of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

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

### **ADMINISTRATION**

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

#### **1. 2021 Budget Calendar**

Discussion along with a handout pertaining the 2021 budget calendar was presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the 2021 budget calendar schedule as presented. (Schedule on file in the Administrator’s Office)

#### **2. Legislative Review**

Discussion was brought forth regarding the 2020 Legislative Session.

#### **3. \*Polk County Justice Center Courtrooms**

Discussion was brought forth regarding the technology updates needed in the Polk County Justice Center courtrooms. Judge Ann Rasmusson, Court Administrator Kathy Narlock and Judicial District IT Director Curt Misialek on behalf of the Court and County Attorney Greg Widseth each participated in the discussion. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell to approve the Polk County Justice Center Courtroom technology update plan as presented. The cost share to Polk County is \$82,283.12. (Plan on file in the Administrator’s Office).

## COMMISSIONER WARRANTS

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

### Commissioner Warrants – Dated 4/24/2020 – Approved 4-21-2020

<u>Vendor Name</u>	<u>Amount</u>
Ameripride Linen & Apparel Service	2,201.86
Architectural Resources Inc	5,081.25
Auto Value - Crookston	2,273.13
AWS	2,265.00
AWS	2,460.00
Church & Dwight Co Inc	19,045.51
Code 4 Services Inc	7,600.00
Crest Precast Inc	12,400.00
Crookston Fuel Company	3,420.96
Dept Of Transportation	3,779.71
Dietz/Mark	3,292.84
Eagle Electric Inc	2,451.36
Election Systems & Software Inc	7,719.06
Estensen Environmental	3,102.50
Evenaire Systems Inc	11,806.00
Fosston Municipal Utilities	2,446.55
Grainger	2,563.13
Hennen Equipment Inc	2,333.42
HN Quality Plumbing Inc	7,539.56
HP INC	27,184.49
Kustom Kollision LLC	4,829.66
Little Falls Machine Inc	3,893.88
MCCC MI 33	6,620.00
McNeilus Steel Inc	3,084.52
Morgan Printing Inc	4,209.00
Morris Electronics Inc	21,163.21
MPCA	4,631.24
North Country Lumber Inc	3,311.60
OCCUPATIONAL DEVELOPMENT CENTER	3,020.82
Penguin Management Inc	5,616.00
Polk County Environmental Services	15,333.53
Polk County Highway Department	6,756.93
Productivity Plus Account	2,018.54
Scan Air Filters Inc	2,012.33
SeaChange Printing & Marketing	6,511.00
The Exponent	3,271.04
TheraCom LLC	3,731.60
Titan Machinery	22,705.04
TriTech Software Systems	13,500.00
U S Water Services	3,448.65
Univar Usa Inc	16,900.00
Urt Llc	8,108.30

US Bank Voyager Fleet Sys	3,497.30
Vanguard Appraisals Inc	2,250.00
Wenck Associates Inc	6,201.35
Widseth Smith Nolting & Assoc	17,850.05
Ziegler Inc	2,845.70
241 Payments less than 2000	104,320.31
<b>Final Total:</b>	<b>432,607.93</b>

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., April 28, 2020.

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Gary Willhite, Chair

ATTEST:

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Charles S. Whiting, County Administrator  
Clerk of the Board