

MAY 5, 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., May 5, 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. Other 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 May 5, 2020 agenda adding No. 4 and No. 5 and 6 under Richard Sanders, Highway Department.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the May 5, 2020 consent agenda:

1. Approve Auditor Warrants.
2. Approve the April 28, 2020 Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended no meetings since the last Board meeting. Discussion was brought forth that he had received several calls regarding the 2nd Amendment issue
2. Commissioner Strandell brought forth that he attended a Polk County Building Committee meeting that focused on the East Grand Forks Human Service Center Building.
3. Commissioner Willhite brought forth that he received positive affirmation regarding a Score Block Grant from the Minnesota Pollution Control Agency. He also participated in the Polk County Building Committee meeting that focused on the East Grand Forks Human Service Center Building.
4. Commissioner Lee brought forth that she participated in a Red Lake River Corridor meeting. In addition, she attended a SCHSAC - State Community Health Services Advisory Committee meeting that focused on the COVID-19 pandemic.
5. Commissioner Diedrich brought forth that he attended no meetings since the last Board meeting.

EAST POLK SOIL & WATER CONSERVATION DISTRICT

Rachel Klein, East Polk Soil & Water Conservation District came before the Board with matters pertaining to the District:

1. 2019 County Feedlot Officer (CFO) Annual Report

The 2019 County Feedlot Officer (CFO) Annual Reports were discussed and presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner

Jacobson and adopted by unanimous vote of the Board to approve and sign the Annual Report as presented to the Board. (Annual Report 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. Approve Agreement 1037009 and allow the Administrator and Board Chair to sign the Agreement.

The State of Minnesota Agency Agreement 1037009 Federal Participation in Advance Construction was discussed and presented to the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve Agreement 1037009 as presented. (Agreement on file in the Administrator's Office)

2. Approve Resolution (2020-42) MN Department of Transportation Agency Agreement 1037009

RESOLUTION (2020-42)

MN Department of Transportation Agency Agreement No. 1037009

The following resolution (2020-42) was offered by Commissioner Lee:

BE IT RESOLVED, That pursuant to Minnesota Statutes Section 161.36, the Commissioner of Transportation be appointed as Agent of the County of Polk to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, The Polk County Chair and the Polk County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1037009, a copy of which said agreement was before the Polk County Board and which is made a part hereof by reference.

Titles of persons authorized to sign on behalf of Polk County: Polk County Chair and the Polk County Administrator.

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

3. Radio's for Highway Department

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the final amount of purchase for Armer 800mgh Radios to Motorola Solutions, Inc., Chicago, ILL for the revised amount of \$84,071.80.

4. *Replace Engineering Technician IIC

Due to an Engineering Technician IIC resignation on May 31, 2020 a motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to allow the Polk County Highway Department to fill the Engineering Technician IIC position and authorize Human Resources to advertise for the position.

5. **Approve the Polk County Match Assurance Letter - Neilsville Bridge – Build Grant

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Polk County Match Assurance Letter from the United States Department of Transportation for the Multi-State Regional Connectivity Project BUILD Transportation Grant application as presented. (Assurance letter on file in the Administrator’s Office)

6. *Resolution (2020-43) Agreement To Be A Lead Applicant For BUILD Transportation Grant**

RESOLUTION (2020-43)
Resolution Agreeing To Be A Lead Applicant For
BUILD Transportation Grant

The following resolution (2020-43) was offered by Commissioner Strandell:

WHEREAS, Transportation is a vital part of Polk County’s infrastructure and adequate transportation facilities are essential to sustain and maintain the social and economic wellbeing of the area;

WHEREAS, The Further Consolidated Appropriations Act of 2020 made available \$1 billion for National Infrastructure Investments, otherwise known as BUILD Transportation Grants.

NOW THEREFORE BE IT RESOLVED, The Polk County Board of Commissioners agrees to serve as the lead applicant for a BUILD Transportation Grant application with Trail County, North Dakota on the Multi-State Regional Connectivity Project. Agreeing to be a co-applicant includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, The Polk County Board of Commissioners authorizes the submittal of a BUILD Transportation Grant application for the Multi-State Regional Connectivity Project.

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

PROPERTY RECORDS

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

1. Abatement Request – RBJ’s Restaurant, Crookston

A letter of request along with an Application for Abatement of Property Tax has been received from RBJ’s Restaurant/Kim Samuelson Owner requesting a reduction of the 1st half of the 2020 taxes by 50% was discussed and presented to the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich to table this matter until the County Board meeting on June 2, 2020. (Letter of request and the Application for Abatement of Property Tax is on file in the Administrator’s Office)

2. Election Equipment Purchase – Omni Ballot Assistive Device

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize the purchase of 13 OmniBallot Assistive Device machines in the amount of \$57,200.00 with the cost offset by the VEGA Grant Funding.

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.

DEPARTMENT HEAD REPORTS

1. COVID-19 Department Operations Status Reports

Mark Dietz, Facilities Manager; Sarah Reese, Public Health Director; Evan Bruggeman, Information Systems Director; Andy Larson, Executive Director of Tri-County Community Corrections; Jim Tadman, Polk County Sheriff, 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, Jody Beauchane, Emergency Management and Chuck Whiting, Administrator came before the Board with reviews and updates from their respective departments relative to updates/changes made in response to the COVID-19 virus and Governor Walz’s stay at home order.

ADMINISTRATION

Chuck Whiting, Polk County Administrator and Karen Warmack, Director of Social Services 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.

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 04/07/2020

<u>Vendor Name</u>	<u>Amount</u>
Cardmember Service	10,971.34
Fertile Oil Company	9,519.14
Hardwick & Nelson Law PLLC	2,073.81
Norman County Public Health	3,918.41
Ottertail Power Co	2,603.33
Polk County Public Health	11,916.24
University Of North Dakota	6,250.28
Voyant	10,592.50
10 Payments less than 2000	5,668.63
Final Total:	63,513.68

AUDITOR WARRANTS 04/08/2020

<u>Vendor Name</u>	<u>Amount</u>
Thyssenkrupp Elevator Corp	46,937.50
1 Payments less than 2000	15.00
Final Total:	46,952.50

AUDITOR WARRANTS 04/14/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
BMC Software Inc	2,426.07
ENTERPRISE FM TRUST	9,772.50
Great Plains Natural Gas Co	8,654.50
Halstad Telephone Co	9,543.70
Interstate Billing Service	20,800.00
Lenes Sand & Gravel Inc	4,281.63
Lepier Oil Company Inc	2,617.76
Morris Electronics Inc	21,377.50
Motorola	19,028.14
Ottertail Power Co	21,484.38
Polk County	61,367.15
Powerplan OIB	5,610.00
Regents Of The Univ Of Mn	33,320.19
Tri County Community Corr	1,317,874.25
Verizon Wireless	7,315.74
Ziegler Inc	5,873.32
17 Payments less than 2000	10,452.72
Final Total:	1,564,452.55

AUDITOR WARRANTS 04/21/2020

<u>Vendor Name</u>	<u>Amount</u>
BNSF Railway Company	33,600.00
Crookston Water Department	3,057.72
ENTERPRISE FM TRUST	2,583.85
Fischer Rust, Stock & Rust, PLLC	2,358.75
Fosston Municipal Utilities	53,168.42
Garden Valley Technologies	2,696.88
Herzog Roofing Inc	199,500.00
ICS Inc	11,384.90
Lenes Sand & Gravel Inc	23,757.88
Newman Traffic Signs	13,220.20
Norman County Public Health	4,350.32
Polk County Public Health	8,736.04
Reynolds Harbott Knutson & Larson PLLP	7,638.40
Titan Machinery	112,100.00
21 Payments less than 2000	11,458.07
Final Total:	489,611.43

AUDITOR WARRANTS 04/28/2020

<u>Vendor Name</u>	<u>Amount</u>
City of McIntosh	5,436.10
Cole Papers Inc	2,758.03
Diversified Contractors Inc	199,595.00
ENTERPRISE FM TRUST	5,943.26
GreatAmerica Financial Services	9,825.32
Lake Agassiz Regional Library	68,505.00
Lenes Sand & Gravel Inc	4,803.56
Mn State Treasury	5,811.00
Mn UI Fund	4,256.00
Norman County Public Health	71,628.39
Otis Elevator Company	6,978.24
Polk County Public Health	84,762.65
Reierson Construction Inc	16,319.39
Total Lawn Care & Landscaping	2,025.00
40 Payments less than 2000	14,275.67
Final Total:	502,922.61

MANUAL WARRANTS 04/03/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	161,186.19
Minnesota Revenue	27,454.33
Final Total:	188,640.52

MANUAL WARRANTS 04/06/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,730.95
Final Total:	3,730.95

MANUAL WARRANTS 04/13/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,713.97
Final Total:	3,713.97

MANUAL WARRANTS 04/17/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	160,962.30
Minnesota Revenue	27,384.87
Final Total:	188,347.17

MANUAL WARRANTS 04/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	263,717.00
Final Total:	263,717.00

MANUAL WARRANTS 04/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	879.00
Final Total:	879.00

MANUAL WARRANTS 04/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	3,866.00
Minnesota Revenue	497.90
Mn Dept Of Rev Tax Division	58,175.03
Mn Dept Of Revenue	62.00
Mn Dept Of Revenue	469.00
Mn Dept Of Revenue	424.00
Final Total:	63,493.93

MANUAL WARRANTS 04/20/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	3,617.22
Final Total:	3,617.22

MANUAL WARRANTS 04/24/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	40,038.38
Final Total:	40,038.38

MANUAL WARRANTS 04/24/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	446.83
Final Total:	446.83

MANUAL WARRANTS 04/27/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	5,553.26
Final Total:	5,553.26

With no further business, the Board adjourned to reconvene at 9:30 a.m., May 19, 2020.

Gary Willhite, Chair

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