

JUNE 2, 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., June 2, 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 Strandell and adopted by unanimous vote of the Board to approve the revised June 2, 2020 agenda adding James Tadman, Sheriff and No. 3 under Chuck Whiting, Administration.

CONSENT AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the June 2, 2020 consent agenda:

1. Approve Auditor Warrants.
2. Approve the May 19 and May 26, 2020 Board minutes.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended the Dancing Sky Board on Aging meeting where the focus was financing. In addition, he participated in an MRC meeting where the focus was COVID-19 adverse financial impact. Discussion was brought forth regarding a discussion he had with Tom Hove a DNR representative which was focused on the enclosed boat lift issue on Maple Lake.
2. Commissioner Strandell brought forth discussion about the upcoming Polk County Building meeting where the construction on the East Grand Forks Human Center Building will be the focus.
3. Commissioner Willhite brought forth that he attended the Extension Committee meeting. He also participated in the Polk Norman Mahnomen Community Health Board meeting.
4. Commissioner Lee brought forth that she participated in an electronic Extension Committee meeting where updates were provided for 4-H, Ag Education and Statewide Programming. She also participated in a Polk Norman Mahnomen Community Health Board meeting where compensation for administration was addressed. In addition, she participated in the State Community Health Advisory Committee. Discussion was brought forth regarding calls of concern over a road.
5. Commissioner Diedrich brought forth that he had not participated in any meetings since the last Board meeting.

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.

ENVIRONMENTAL SERVICES

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

1. CY 2020 Solid Waste Fee Abatement Discussion

Discussion of issues and potential response options to current and future non-residential abatement requests and the potential impact of response options on revenues and operations were discussed with the Board.

2. CY 2021 Polk and Regional County Fee Discussion

Discussion and recommendations for fee increases for CY 2021 involving tip fees, steam sales and solid waste assessments were discussed with the Board.

PROPERTY RECORDS

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

1. Abatement Request(s)

Discussion along with Abatement Form/Tax Statement/E-mail handouts were presented to the Board regarding application for abatement of property tax for the following: RBJ's Restaurant/Kim Samuelson Owner requesting a reduction of the 1st half of the 2020 taxes by 50%. Twenty-five percent of the Tax and the Solid Waste fee is \$3,310.00 and Drafts Sports Bar & Grill/Brent Melsa Owner requesting a reduction of 25% of the 2020 taxes. Twenty-five percent of the Tax and the Solid Waste fee is \$4,892.90. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to deny the requested reduction for RBJ's Restaurant and Drafts Sports Bar and Grill. Bill Sparks of the Minnesota Department of Revenue advises against the approval of such abatements. The Board will continue to work on relief to restaurants and other commercial entities impacted by COVID-19/Governor Walz's orders with further examination of the Commercial Solid Waste Fees. (Handouts on file in the Administrator's Office)

SHERIFF

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

1. Update On Assistance From Department

An update was given to the Board regarding the deployment of Polk County deputies to provide assistance to other counties and cities regarding the protestors.

ADMINISTRATION

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

1. Review of SF 3745 Re: Use of Law Library Funds

The Board discussed the legislation signed by Governor Walz and how to proceed going forward with the Law Library Board. A handout pertaining to the SF 3745 bill was presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to request the

Law Library Board to review the statute and agree to make the transfer necessary to cover Polk County costs for courtroom technology improvements. (Handout on file in the Administrator's Office)

2. 2021 Budget – Preliminary Goals and Objectives

Discussion regarding the 2021 preliminary budget goals and objectives along with handouts pertaining to the 2020 Polk County Adopted Budget and the 2020 Polk County Budget to Actual Report as of April 30, 2020 were presented to the Board. (Handouts on file in the Administrator's Office)

3. **COVID-19 Operations Update

An update was given to the Board regarding the COVID-19 Operations.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 05/05/2020

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	3,514.53
Chiller Systems Inc	5,800.00
Crookston City	31,724.68
Custom Aire	83,574.82
East Grand Forks City	45,650.49
Hardwick & Nelson Law PLLC	2,554.55
Hubbard Cty Solid Waste Mgmt	157,626.02
Kronos SaaShr Inc	3,583.55
Lenes Sand & Gravel Inc	31,723.28
Lenes Sand & Gravel Inc	4,477.98
Norman County Public Health	3,360.80
Polk County Administrator	16,912.81
Polk County Administrator	26,621.17
Polk County Public Health	6,956.76
15 Payments less than 2000	4,000.08
Final Total:	428,081.52

AUDITOR WARRANTS 05/12/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Diversified Contractors Inc	135,280.00
ELEMENTAL AIR	10,376.00
ENTERPRISE FM TRUST	5,466.69
Great Plains Natural Gas Co	6,682.94
Halstad Telephone Co	9,543.70
Herzog Roofing Inc	48,600.19
Lepier Oil Company Inc	2,268.17
Ottertail Power Co	2,381.23
University Of North Dakota	6,250.28
29 Payments less than 2000	14,464.03
Final Total:	243,966.23

AUDITOR WARRANTS 05/19/2020

<u>Vendor Name</u>	<u>Amount</u>
Clay County Public Health	2,500.00
Cole Papers Inc	2,748.83
ENTERPRISE FM TRUST	12,540.77
Fischer Rust, Stock & Rust, PLLC	2,465.00
Fosston Municipal Utilities	47,002.82
Garden Valley Technologies	2,883.52
Kronos SaaShr Inc	3,563.23
Mn State Auditor	27,498.40
Norman County Public Health	13,656.30
Northwestern Mental Health Center	14,486.86
Ottertail Power Co	21,264.76
Polk County Public Health	53,967.26
Verizon Wireless	3,478.45
23 Payments less than 2000	11,194.00
Final Total:	219,250.20

AUDITOR WARRANTS 05/26/2020

<u>Vendor Name</u>	<u>Amount</u>
Crookston Water Department	3,301.92
Custom Aire	9,490.26
Dept Of Transportation	3,779.70
East Pc Soil & Water	21,560.00
East Polk Heritage Center	5,000.00
Egf Heritage Foundation	5,000.00
ENTERPRISE FM TRUST	6,892.12
Knife River Materials	859,134.30
Norman County Public Health	7,774.00
Occupational Development Ctr	7,500.00
Palmer Masonry & Concrete	7,722.40
Polk Co Historical Society	7,500.00
Polk County	71,442.55
Polk County Fair Assoc	20,000.00
Polk County Public Health	26,078.00
Tri- Valley Opportunity Council	7,000.00
University Of Minn R S V P	2,400.00
West Polk Soil & Water	21,560.00
15 Payments less than 2000	7,331.09
Final Total:	1,100,466.34

AUDITOR WARRANTS 05/26/2020

<u>Vendor Name</u>	<u>Amount</u>
Bremer Bank Na	1,676,399.95
Bremer Bank Na	557,728.61
School District 2176 Treas	223,012.48
School District 2311 Treas	147,734.85
School District 2609 Treas	710,699.51
School District 2906 Treas	113,134.12
School District 592 Treas	213,213.68
School District 593 Treas	1,514,573.83
School District 600 Treas	409,726.70
School District 601 Treas	894,728.50
School District 630 Treas	18,188.10
Final Total:	6,479,140.33

MANUAL WARRANTS 05/01/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	167,251.51
Minnesota Revenue	29,340.71
Final Total:	196,592.22

MANUAL WARRANTS 05/04/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,726.76
Final Total:	1,726.76

MANUAL WARRANTS 05/12/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,130.10
Final Total:	2,130.10

MANUAL WARRANTS 05/15/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	159,354.06
Minnesota Revenue	27,205.72
Final Total:	186,559.78

MANUAL WARRANTS 05/18/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	215.91
Final Total:	215.91

MANUAL WARRANTS 05/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	268,425.50
Final Total:	268,425.50

MANUAL WARRANTS 05/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,145.00
Final Total:	1,145.00

MANUAL WARRANTS 05/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	4,470.00
Minnesota Revenue	433.49
Mn Dept Of Rev Tax Division	78,531.05
Mn Dept Of Revenue	1,257.00
Mn Dept Of Revenue	54.00
Final Total:	84,745.54

MANUAL WARRANTS 05/22/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	64.99
Final Total:	64.99

MANUAL WARRANTS 05/22/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	33,890.40
Final Total:	33,890.40

MANUAL WARRANTS 05/26/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,253.53
Final Total:	2,253.53

With no further business, the Board adjourned to reconvene at 3:00 p.m., June 16, 2020.

Gary Willhite, Chair

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