

JUNE 21, 2022
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 2:30 o'clock p.m., June 21, 2022. Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote, Deputy Clerk of the Board and Sam Melbye incoming Director of Property Records.

REVISED AGENDA

A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the June 21, 2022, agenda adding No. 6 and No. 7 under the County Administrator.

CONSENT ITEMS

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the June 21, 2022, consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$89,901.81; Public Works Fund, \$193,994.02; Public Safety Fund, \$39,614.26; Public Health Fund, \$15,864.46; Forfeited Tax Sale Fund, \$393.52; Special Assessments (Ditch) Fund, \$25,510.70; Environmental Services Fund, \$8,409.18; Resource Recovery Fund, \$82,814.33; Landfill Fund, \$75,650.26; Per Diems, \$1,725.00; Meal Reimbursements (without overnight lodging), \$27.48 and Sign Audit List.
2. Approve payment to US Bank, St. Louis, MO in the amount of \$102,360.18 for procurement card purchases.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Strandell brought forth that he participated in the Tri-County Community Corrections meeting where the focus was the increasing census in addition to staffing issues at the Juvenile Center.
2. Commissioner Lee brought forth that she attended the State Community Health Services Advisory Committee (SCHSAC) meeting. She also participated in her monthly radio appearance in addition to the Solid Waste meeting. She also attended the AMC District meeting.
3. Commissioner Jacobson brought forth that he attended no meetings since the prior Board meeting.
4. Commissioner Willhite brought forth that he participated in the Tri-Valley Opportunity Council meeting where the focus was the sale of their Apple Valley Building and transportation issues of bus availability and costs. He also attended the LARL meeting, which included a Finance Committee meeting where an increase of 2.3% was requested from the LARL full Board from Polk County. Discussion was also brought forth regarding a complaint made to LARL regarding a display focused on "Pride" month. He also participated in Valley Talk with a county quarterly update.

5. Commissioner Holy brought forth that he had received several calls from individuals regarding spring flooding in addition to calls about blow dirt in the ditches.

SHERIFF

James Tadman, Polk County Sheriff along with Michael Norland, Chief Deputy, Jody Beauchane, Emergency Manager, Jesse Haugen, Sergeant and Thomas Hibma, Sergeant came before the Board with matters pertaining the Sheriff's Office/Boat & Water/Emergency Management:

- 1. 2022 MN State Boat and Water Grant**

The Polk County Sheriff's Office will receive \$10,482.00 from the State for the Boat and Water Grant. A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2022 MN State Boat & Water Grant.

- 2. Emergency Manager 2021 Award**

Discussion was held with the Board regarding Emergency Manager Jody Beauchane receiving the 2021 Emergency Manager of the Year Award.

MIS

Evan Bruggeman, MIS Director came before the Board with matters pertaining to his department:

- 1. Approval of Government Center Door Security Project Add-On**

Discussion was held with the Board regarding Bergstrom Electric and Johnson Controls, Inc., to install and configure cable and hardware for six (6) interior doors, six (6) exterior doors and six (6) panic buttons.

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote from Bergstrom Electric, Grand Forks, ND in the amount of \$27,300.00 for the cable, hardware, and installation of the Government Center Door Security Project. A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the quote from Johnson Controls Inc., in the amount of \$5,656.94 for hardware and configuration of panic buttons and door controls.

ENVIRONMENTAL SERVICES

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

- 1. RRF Insurance – Approve 2022/2023 Coverage Proposal**

The Polk County Resource Recovery Facility (RRF) was required to find private insurance in 2021 when the Minnesota Counties Insurance Trust (MCIT) announced they were unable to get re-insurance coverage for that year.

- a. Addenda #1**

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to execute binder with Mahoney Group, Mesa, AZ in the amount of \$25,000.00 for administering the Property Insurance for the Resource Recovery Facility (RRF).

b. Addenda #2

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to execute the Contract for Property Insurance with Starr, Chicago, IL for August 1, 2022, to July 31, 2023. Exact amount of insurance premium to be determined.

c. Addenda #3

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to execute additional coverage for Terrorism Insurance with Starr, Chicago, IL.

2. Negotiate Leachate Tank Order Dispute

The Polk County Landfill must construct Phase 14 of the MSW Landfill in the Spring of 2022. The Landfill Leachate Collection System currently in-place was constructed to the capacity requirements of Phases 1-12. A new Leachate Collection System needs to be constructed to meet the needs of Phase 13-20. A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize Polk County Environmental Services to negotiate with Harrington, Inc., on accepting a November delivery in exchange for cost-share on the Landfill Contractor cost increase also to include a penalty phase.

3. Stack Repair – Approve Specialty Service Quote

The Stack at the Resource Recovery Facility (RRF) was damaged in a windstorm in April 2022. The damage was confined to the upper 75’ of the stack.

a. Addenda #1

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote from Demo Plus Inc., St. Cloud, MN in the amount of \$86,760.00 to repair the upper 75’ of the stack at the Resource Recovery Facility in Fosston, MN.

4. Replace Roof on Fosston Recycle Building – Authorization to Quote

Polk County acquired the former Stenberg Fabricating & Welding Building across the lot from the Polk County Resource Recovery Facility (RRF) in 2012. The roof has had intermittent issues with leaking since its acquisition. Several attempts to address roof leaks have provided temporary solutions – however the construction of the roof does not lend itself to long-term repairs. The leaks have worsened over time, and insulation damage has occurred. A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the Polk County Resource Recovery Facility to solicit quotes to improve the roof on the former Stenberg Building in Fosston, MN.

5. Replacement Concrete at Transfer Station – Authorization to Quote

The Polk County Transfer Station has a mix of newer concrete, old concrete, new asphalt, and old asphalt that comprises the paved surfaces used by the public. A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to authorize the Polk County Transfer Station to solicit quotes to improve portions of the existing lot in accordance with the lot drainage plan.

6. Roll-Off Hauling Contract – Authorization to Bid

Polk County has a contract in place for hauling roll-off containers from the Transfer Station to the Landfill or Resource Recovery Facility, and from the Resource Recovery Facility to the Landfill. The current Roll-Off Hauling Contract, with Lenex Sand and Gravel Inc., Fosston, MN, will expire 12/31/22. A motion was made by Commissioner Willhite seconded by Commissioner Strandell for Polk County Environmental Services to solicit bids for a Roll-Off Hauling Contract for seconded by Commissioner Holy and adopted by unanimous vote of the Board to authorize the next 3-6 years.

7. Discussion on Bonding for Solid Waste Project

Discussion was held with the Board regarding Polk County Solid Waste Facilities having several long-term and large cost investments for which bonding for the payments need to be considered. The Landfill will have the following: Leachate Collection System for MSW Phases 14 – 20 (approx. 25+years), Wetland Replacement Costs in Expansion Area (next 40+ years), Associated Wetland Replacement Actions (next 40+years) as well as smaller Infrastructure Projects (TBD) The Resource Recovery Facility projects include: Roof on Recycle Center, Concrete Pad in Recycle Yard and Phase III CAP Grant (Max request match = \$2.4M) To date, work is being done to define the need, scope, specifics and expenses associated with the aforementioned projects.

8. Discussion on Pre-Purchasing Solid Waste Equipment

Discussion was held with the Board regarding pre-purchasing Solid Waste equipment. Due to supply chain issues, longer than normal lead times are often incurred. Advanced planning for replacing this equipment is necessary to ensure replacement equipment will arrive when its needed. Due to inflation, and rising interest rates, ordering equipment early will save money in the long run. Municipal leases allow the facilities to spread out the payment over a few years to keep capital budgets level. During inflation periods, the interest rate of the municipal leases is greatly diminished. Over the next few years several payloaders, forklifts, dozer, and material handler would be considered for such purchase consideration.

ADMINISTRATION

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

1. American Rescue Plan Status

Discussion along with handouts were presented to the Board regarding the status of the American Rescue Plan. (Handouts on file in the Administrator’s Office)

a. City of Mentor Fire Department Project Agreement

The Mentor Fire Department has requested \$28,000.00 of Polk County’s American Rescue Plan funds for shelter and generator improvements in the community’s storm shelter. To receive the funds, the Mentor City Council will need to approve on behalf of their Fire Department. This would be the first distribution of ARPA funds to a non-county entity. The Polk County Subrecipient Grant Agreement that was drafted by Polk County Attorney, Greg Widseth to cover all requirements for use of the ARPA funds was also presented and discussed with the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Holy and

adopted by unanimous vote of the Board to approve the Polk County Subrecipient Grant Agreement with the City of Mentor as presented. (Agreement on file in the Administrator's Office)

b. East Central Regional Water District (ECRWD) Project Review

Discussion was held with the Board regarding the ECRWD Project. Brian Evenson, Climax Mayor, Representative Deb Kiel, and Sarah Sesselman, AE2S Engineer appeared before the Board to discuss the ARPA funds to Climax towards their rural water project.

2. IRS Mileage Reimbursement Rate Change

Discussion was brought forth regarding the new increased IRS 2022 mileage rate effective July 1, 2022, through December 31, 2022, in the amount of 62.5 cents per mile for county business travel with a personal vehicle. No action was taken as County policy is to utilize the IRS rates.

3. Review of Intranet Positions Descriptions

Discussion was held with the Board regarding Polk County's job descriptions that are now available on the intranet. The Board has been requested to review these job descriptions and adopt all the position as the official descriptions for the organization at the June 28, 2022, Board meeting.

4. Review of Annual Audit Options

Discussion along with the 2021 MN Statute pertaining to procedures for change of auditor, along with a 2018 auditor letter were presented to the Board. The County according to statute must notify the State Auditor if Polk County's Auditor is to change. Polk County has been using the OSA since the prior Auditor took Polk County back a-number-of-years ago as a prescriptive auditing client. The Board will have to consider their options/alternatives before the August 1, 2022, deadline date. (Handouts on file in the Administrator's Office).

5. 2023 Budget Status

Discussion was held with the Board regarding the status of the 2023 budget.

6. *Taxpayer Service Center Director's Office

Discussion along with handouts pertaining to the remodel of the Taxpayer Service Center Director's Office was presented to the Board. A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the quote from Innovative Office Solutions, Bemidji, MN in the amount of \$12,462.03 for the Taxpayer Service Center Office modification of which 50% is to be paid with Recorder Compliance Funds. (Handouts on file in the Administrator's Office)

7. **Quote for Water Issue at the Polk County Government Center

Discussion was held with the Board regarding the water issue at the Polk County Government Center. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to accept the quote from Palmer Masonry and Concrete LLC, Crookston, MN in the amount of \$44,640.00.

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:

COMMISSIONER WARRANTS

DATED 06/24/2022

APPROVED 06/21/2022

<u>Vendor Name</u>	<u>Amount</u>
Agru America Inc	3,792.00
Anders Valley Publishing, LLC	4,079.51
Balco Uniform Co Inc	2,532.92
Baldwin Supply Company	2,098.32
Bearings and More of Wadena	2,264.80
Brad's Electric	2,211.14
Brault Construction LLC	2,400.00
Brost Chevrolet Inc	9,556.75
Central States Wire Products Inc	3,929.32
CherryRoad Media	10,929.63
Church & Dwight Co Inc	19,845.53
Computerized Fleet Analysis	2,095.00
Crookston Fuel Company	11,096.48
Diamond Vogel Paint	86,062.50
Evenaire Systems Inc	2,000.00
Fjerstad Trucking Inc	4,680.00
Grainger	3,359.70
HN Quality Plumbing Inc	8,180.16
Interstate Billing Service	2,805.00
Kennedy Scales	2,075.00
Kimball Midwest	2,296.74
McNeilus Steel Inc	3,336.86
Morgan Printing Inc	4,821.00
North Country Overhead Door LLC	3,677.00
Northdale Oil Inc	5,543.30
Northern Propane	2,314.74
Pemberton Law PLLP	11,194.50
Polk County	3,014.06
Polk County Highway Department	16,952.51
POMPS Tire Service Inc	8,660.84
Potters Industries Inc	21,296.00
RDO Truck Centers	3,543.57
Richards Publishing Company, Inc.	2,053.80
Rinke Noonan	2,000.00
Rinke Noonan	16,512.25
River Cinema	5,040.00
RJ Zavoral & Sons Inc	45,924.28
Robinson Fans Inc	4,609.67
SeaChange Printing & Marketing	10,327.40
Setco	3,426.12
Stantec Consulting Services Inc	5,534.50
Stone's Mobile Radio Inc	3,920.00

Technical Heaters Inc	6,188.00
The Exponent	4,212.18
The Thirteen Towns	4,204.80
TheraCom LLC	2,389.21
Titan Machinery- Fargo	46,173.77
US Bank Voyager Fleet Sys	6,274.07
Widseth Smith Nolting & Assoc	2,414.50
Ziegler Inc	7,543.18
235 Payments less than 2000	80,759.93
Final Total:	532,152.54

With no further business the Board adjourned to reconvene at 6:00 p.m., for the Board of Review meeting. The regular scheduled Board meeting will reconvene at 8:00 o'clock a.m., June 28, 2022.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board