

JULY 21, 2020
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., July 21, 2020 at Environmental Services, 320 Ingersoll Avenue, Crookston, MN. 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. Other present: Michelle Cote, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the July 21, 2020 agenda.

CONSENT AGENDA

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

1. Approve Commissioner Warrants: General Revenue Fund, \$95,501.19; Public Works Fund, \$152,761.44; Public Safety Fund, \$61,964.25; Public Health Fund, \$12,069.11; Forfeited Tax Sale Fund, \$446.13; CAP Grant Project, \$1,305.80; Speical Assessments (Ditch) Fund, \$11,801.55; Environmental Services Fund, \$8,759.40; Resource Recovery Fund, \$111,092.23; Landfill Fund, \$30,195.78; Agency Fund, \$3,033.80, Per Diems, \$2,250.00; Meal Reimbursement (without overnight lodging), \$179.99and Sign Audit List.
2. Approve the June 23, 2020 and the July 7, 2020 Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$52,597.96 for procurement card purchases.
4. Approve payment to Card Member Services, St. Louis, MO in the amount of \$829.56 for credit card purchases.
5. Approve for payment Lost Warrant No. 46702 dated January 24, 2020 issued Ross Olsen in the amount of \$25.00.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth discussion about calls received regarding road concerns and damage that occurred because of grading. Another call was received with concern regarding gravel pits and ground water affecting an adjacent property. He also received another call regarding potential wheelage tax. Discussion was brought forth regarding a Maple Lake concerned resident Fern Letnes. He attended no meetings since the prior Board meeting.
2. Commissioner Strandell brought that he attended an MPO meeting. As a follow-up to the meeting, the location of the MPO office was reviewed. Discussion was brought forth regarding Northwest Regional Development Commission and the separation of the Northwest Arts from the Commission.
3. Commissioner Willhite brought forth that he attended the Polk County Building Committee meeting where the focus was the East Grand Forks Human Service Center Building. He also attended the Polk Norman Mahnomen Public Health meeting.

4. Commissioner Lee brought forth that she participated in a Polk County and City of Fosston Law Enforcement meeting. The City of Fosston indicated they have been happy with the agreement and the deputies assigned to the area. She also did her monthly radio “Food For Thought” programming at the Fosston Radio station. She spent time visiting with business owners regarding how they have been impacted by COVID-19. In addition, she participated in an EPA Small Committee Advisory Board meeting. She also participated in an East Polk Soil and Water Conservation meeting where finances were the focus in addition to State resolutions, as well as the sloughing on Cameron Lake impacting two homes. She also had a DAC meeting where finances were the focus in addition to COVID-19 funding. In addition, she also attended the Polk Norman Mahnomen Public Health meeting where COVID-19 was the focus. Discussion was brought forth regarding a call she received from Representative Kiel focused on DAC funding. She also participated in Farm Bureau interviews of incumbent of Representative Kiel and Cynthia Ansbacher her challenger.
5. Commissioner Diedrich brought forth discussion about shared Highway Engineer Services between Kittson and Marshall County. Discussion was brought forth regarding a call received from Denis Schulz, Supervisor for Euclid Township with County Road 19 concerns. He attended no meetings since the prior Board meeting.

FACILITIES

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

1. Fill Open Maintenance I Position - FTE

Due to a resignation a motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve filling the open Maintenance I position – FTE in the Facilities Department.

VETERANS SERVICE

Kurtis Ellefson, Veterans Services Officer came before the Board with matters pertaining to his department:

1. Resolution (2020-62) Veterans Service Office Operational Enhancement Grant Program 2021 CVSO Grant

RESOLUTION (2020-62)

Veterans Service Office Operational Enhancement Grant Program

The following resolution (2020-62) was offered by Commissioner Strandell:

BE IT RESOLVED, By Polk County that the County enter into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified

in Minnesota Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, By the Polk County Board of Commissioners that Kurtis Ellefson, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON, The above resolution was adopted at a monthly meeting of the County Board of Commissioners this 21st day of July 2020.

Authorized Signature and Title

Date

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

SOCIAL SERVICES

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

1. Office Support Specialist Replacement Request

Due to a resignation a motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to refill an Office Support Specialist position and any internal subsequent position vacancies occurring because of this action.

2. Social Worker – Child Protection Specialist (CPS) Replacement Request

Due to a resignation a motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to refill the Social Worker – Child Protection Specialist position and any internal subsequent position vacancies occurring because of this action.

HIGHWAY

Richard Sanders, Polk County Highway Department came before the Board with matters pertaining to his department:

1. County Ditch 19 Maintenance Request

Ditch Maintenance request has come in for County Ditch 19, Sections 4,5,8,9 of Vineland Township. A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the work in CD 19 and name Richard Sanders as Engineer over the project.

2. 2021 Equipment Replacement

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the start of the 2021 lease process ordering (7) pickups from Enterprise and getting quotes for motor graders and tandem trucks for the Highway Department.

WEST POLK SOIL & WATER CONSERVATION DISTRICT

Nicole Bernd, West Polk Soil & Water Conservation District Manager came before the Board with matters pertaining to WPSWCD:

1. WPSWCD 2021 Budget Proposal

The West Polk Soil & Water Conservation District Budget Proposal was presented and discussed with the Board. (Budget Proposal on file in the Administrator’s Office)

2. Wild Rice-Marsh 1 WIP Summary

The Wild Rice-Marsh 1 WIP Summary was presented and discussed with the Board. (Summary on file in the Administrator’s Office)

ADMINISTRATION

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

1. CARES Funds and Options

CARES options and preference for use of these funds were discussed with the Board. A handout was also presented to the Board regarding the Coronavirus Relief Fund Frequently Asked Questions Updated As Of July 8, 2020. (Handout on file in the Administrator’s Office)

2. County Administrator Review Process

The Board conducts an annual performance evaluation of the Polk County Administrator. The process and selection of a meeting date for the actual evaluation meeting date was discussed with the Board.

3. 2021 Budget Status

Discussion was held with the Board regarding the 2021 budget status.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED 07/22/2020

APPROVED 07/21/2020

(See Next Page)

<u>Vendor Name</u>	<u>Amount</u>
Al's Electric Inc	2,499.40
Ameripride Linen & Apparel Service	2,538.13
Association of Mn Counties	2,249.00
Beltrami Industrial Services	42,247.77
Brost Chevrolet Inc	2,050.34
Burggrafs Ace Hardware	2,243.13
Chiller Systems Inc	7,074.56
Church & Dwight Co Inc	19,455.74
Clark Dailey Construction	4,320.00
Clay County Public Health	2,000.00
Code 4 Services Inc	6,200.29
County Pet Foods, LLC	5,409.18
Crookston Fuel Company	5,216.30
Domson BG Service	2,967.00
Donarski Brothers Inc	27,450.00
ENNIS PAINT INC	42,515.00
Falls Electric Inc	4,912.15
Galls LLC	2,155.66
Grainger	2,396.84
Higher Ground	3,370.00
HN Quality Plumbing Inc	6,307.24
Johnson Controls	2,677.41
Kiesler's Police Supply Inc	9,367.00
KNOWiNK	9,500.00
Mn Dept Of Transportation	5,507.01
Mn Resource Recovery Assoc	4,200.00
Morris Electronics Inc	12,220.00
Northern Lumber	3,193.33
Northland Business Systems Inc	26,187.01
Nutrien Ag Solutions Inc	6,875.00
Opp Construction Llc	3,596.60
Pemberton Law PLLP	5,199.00
Polk County Highway Department	15,215.61
Polk County IS Department	4,621.64
POMPS Tire	3,044.21
Potters Industries Inc	15,224.00
PSI Engineering LLC	8,158.63
Red Lake County Treasurer	9,209.38
Sampletech	10,365.00
SeaChange Printing & Marketing	10,813.58
Tailoredwear Inc	4,500.00
Titan Machinery	3,217.46
Todd's Tire Service Inc	6,860.58
US Bank Voyager Fleet Sys	3,733.74
Wenck Associates Inc	8,076.75
218 Payments less than 2000	101,790.11
Final Total:	488,930.78

With no further business the Board adjourned to reconvene at 8:00 a.m., July 28, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board