

AUGUST 4, 2020
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., August 4, 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 Diedrich and adopted by unanimous vote of the Board to approve the August 4, 2020 agenda.

CONSENT AGENDA

A motion was made by Commissioner Jacobson seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the August 4, 2020 consent agenda:

1. Approve Auditor Warrants.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he met with Myron Jesme, Administrator of the Red Lake Watershed District regarding a water/drainage issue in his District. In addition, he watched the video of the final hearing of County Ditch 39 Potential Improvement.
2. Commissioner Strandell brought forth that he received a phone call from John Reitmeier regarding an upcoming business venture. He brought forth discussion regarding the Northwest Arts Council confirming the departure from the Northwest Regional Development Commission.
3. Commissioner Willhite brought forth that he participated in a Building Committee meeting where the East Grand Forks Human Service Center Building project was the topic of discussion.
4. Commissioner Lee brought forth that she attended no meetings since the prior Board meeting.
5. Commissioner Diedrich brought forth that he received calls from Mark Holy regarding his concerns with County Ditch 39.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the revised August 4, 2020 agenda adding No. 5 under Highway.

HIGHWAY

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

1. 2021 Motor Grader Purchase (2)

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve purchasing (1) 2020 Cat 160AWD Motor Grader from Ziegler, Crookston, MN in the amount of \$253,250.00.

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve purchasing (1) 2020 John Deere 872GP Motor Grader from RDO, Grand Forks, ND in the amount of \$265,019.00.

2. County Ditch 111 – Minor Alteration to CD 111

MNDOT is doing a construction project on TH 2 between Mentor and TH 32. A motion was made by Commissioner Jacobson seconded by Commissioner Lee and adopted by unanimous vote of the Board to set the hearing date for August 25, 2020 at 10:00am to review work as proposed by MNDOT.

3. JD 60 Lateral 4 Maintenance Request

A motion was made by Commissioner Willhite seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the work in JD 60 Lateral 4 in Section 13 of Crookston Township and name Richard Sanders as Engineer over the project.

4. Polk County Highway Funding Options

Discussion was held with the Board regarding the lack of driving/purchasing new vehicles; Polk County Highway is estimated to take a 1.4 million dollar decrease in 2021 CSAH Funds due to COVID-19. The impact of enacting a \$20.00 Wheelage Tax for transportation purposes and a .50% sales tax were discussed. A handout was also presented to the Board regarding Polk County Highway Local Option Sales Tax/Wheelage Tax Discussion. (Handout on file in the Administrator’s Office) No action taken.

5. *County Road 20 Culvert Failure.

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the purchase of a replacement concrete 84” culvert from Forterra, Hawley, MN to repair a culvert failure on County Road 20 in the amount of \$47,851.00.

ARCHITECTURAL RESOURCES

Mark Dietz, Facilities Management Director along with Scott Sosalla, Architectural Resources came before the Board with matters pertaining to the Human Service Center (EGF):

1. Human Service Center (EGF) Project Change Orders

Discussion and handouts pertaining to change orders and a change order log regarding the Human Service Center in East Grand Forks, MN remodel was presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to accept the change orders PR001 through PR014 as presented with a net change amount of \$66,324.00 as presented. (Change Order information/log on file in the Administrator’s Office)

ADMINISTRATION

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

1. 2021 Budget

Discussion was held with the Board regarding the 2021 Budget.

2. CARES Funding Status

Discussion along with a handout pertaining to MN Management & Budget/COVID-19 Funding was presented to the Board. (Handout on file in the Administrator’s Office)

3. County Attorney Ditch #39 Follow-Up

Discussion and questions from residents regarding the Red Lake Watershed District proposed improvement of County Ditch 39 process regarding a petition process for improvement for County Ditch 39 were brought to the Board at the July 28, 2020 Board meeting. This project led to Attorney Widseth’s review. County Attorney Widseth’s review of the County’s role and responsibilities in the Red Lake Watershed’s Ditch #39 project was presented to the Board. His conclusion is the project and petition process is not within the jurisdiction of the Polk County Board of Commissioners. (County Attorney Widseth’s full review is on file in the Administrator’s Office)

AUDITOR WARRANTS

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

AUDITOR WARRANTS 07/07/2020

<u>Vendor Name</u>	<u>Amount</u>
Clay County Public Health	2,000.00
Halstad Telephone Co	9,498.75
Mn State Treasury	7,830.00
Plante Plumbing	3,988.00
Polk County Public Health	27,234.73
Stone's Security Systems Inc	3,945.00
Tyler Technologies Inc	3,968.00
University Of North Dakota	6,250.28
16 Payments less than 2000	5,197.00
Final Total:	69,911.76

AUDITOR WARRANTS 07/14/2020

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
Cole Papers Inc	2,552.22
Diversified Contractors Inc	464,930.00
ENTERPRISE FM TRUST	4,819.57
Garden Valley Technologies	2,702.38
Great Plains Natural Gas Co	3,898.84
Innovative Office Solutions LLC	4,626.59
JT's Station	2,076.04
Lepier Oil Company Inc	5,938.78
Norman County Public Health	5,141.00
Northside Express	5,663.73
Ottertail Power Co	38,417.16
Polk County Administrator	36,858.00
Polk County Environmental Services	175,000.00
Polk County Public Health	20,252.04
Sather Law Office Ltd	8,581.95
SeaChange Printing & Marketing	7,387.20
Tri County Community Corr	1,317,874.25
Wild Rice Elec Co- Op Inc	2,469.56
32 Payments less than 2000	17,861.17
Final Total:	2,129,703.48

AUDITOR WARRANTS 07/21/2020

<u>Vendor Name</u>	<u>Amount</u>
Crookston Water Department	2,836.64
ENTERPRISE FM TRUST	3,185.83
Fosston Municipal Utilities	46,784.27
GreatAmerica Financial Services	9,825.32
Knife River Materials	364,628.25
Lake Agassiz Regional Library	68,505.00
Norman County Public Health	8,958.68
Northdale Oil Inc	13,243.00
Polk County Administrator	7,400.00
Polk County Public Health	27,138.11
University Of North Dakota	6,250.28
Verizon Wireless	5,512.11
27 Payments less than 2000	11,797.66
Final Total:	576,065.15

AUDITOR WARRANTS 07/28/2020

<u>Vendor Name</u>	<u>Amount</u>
Fertile Oil Company	15,900.00
Fischer Rust, Stock & Rust, PLLC	2,380.00
Gladen Construction Inc	155,792.40
Kinetic Leasing	3,226.09
Knife River Materials	48,784.19
Middle- Snake- Tamarac Rivers Wtrshd Di	5,508.50
Mn State Treasury	9,500.50
Norman County Public Health	5,701.96
Pictometry International Corp	93,135.88
Polk County Public Health	7,916.41
Red Lake Watershed District	5,370.50
Reynolds Harbott Knutson & Larson PLLP	2,567.00
Ryans's Backhoe Service LLC	9,169.75
Sand Hill River W S District	4,109.50
Sather Law Office Ltd	3,557.95
15 Payments less than 2000	8,749.00
Final Total:	381,369.63

MANUAL WARRANTS 07/06/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	732.22
Final Total:	732.22

MANUAL WARRANTS 07/10/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	165,982.98
Minnesota Revenue	28,585.59
Final Total:	194,568.57

MANUAL WARRANTS 07/13/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	2,901.05
Final Total:	2,901.05

MANUAL WARRANTS 07/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Northwest Service Cooperative	261,088.50
Final Total:	261,088.50

MANUAL WARRANTS 07/20/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	1,935.55
Final Total:	1,935.55

MANUAL WARRANTS 07/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,285.00
Final Total:	1,285.00

MANUAL WARRANTS 07/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	1,315.85
Minnesota Revenue	4,888.00
Mn Dept Of Revenue	268.00
Mn Dept Of Revenue	659.00
Mn Dept Of Revenue	572.00
Final Total:	7,702.85

MANUAL WARRANTS 07/24/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	50,598.25
Final Total:	50,598.25

MANUAL WARRANTS 07/24/2020

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,686.28
Final Total:	1,686.28

MANUAL WARRANTS 07/24/2020

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	167,019.80
Minnesota Revenue	28,731.98
Final Total:	195,751.78

MANUAL WARRANTS 07/27/2020

<u>Vendor Name</u>	<u>Amount</u>
FURTHER	499.95
Final Total:	499.95

MANUAL WARRANTS 07/28/2020

<u>Vendor Name</u>	<u>Amount</u>
U S Bank	362,949.99
U S Bank	36,523.75
U S Bank	48,553.48
Final Total:	448,027.22

With no further business, the Board adjourned to reconvene at 9:30 a.m., August 18, 2020.

Gary Willhite, Chair

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