

AUGUST 18, 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., August 18, 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: Valerie Bjerk, Deputy Clerk of the Board.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the August 18, 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 consent agenda for August 18, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, \$116,784.40; Public Works Fund, \$236,290.50 Public Safety Fund, \$32,806.01; Public Health Fund, \$18,825.12; Forfeited Tax Sale Fund,\$2,092.88; CAP Grant Project, \$2,236.00;Speical Assessments (Ditch) Fund, \$5,066.50; Environmental Services Fund, \$51,516.63; Resource Recovery Fund, \$79,187.03; Landfill Fund, \$91,847.34; Per Diems, \$900.00; Meal Reimbursement (without overnight lodging), \$16.18 and Sign Audit List.
2. Approve the July 21, July 28, and August 4, 2020 Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$41,141.37 for procurement card purchases.
4. Approve for payment Lost Warrant No. 47415 dated May 22, 2020 issued to PPC Industries in the amount of \$276.34.
5. Approve for payment Lost Warrant No. 536899 dated May 22, 2020 issued to Regional Sanitation in the amount of \$190.20.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended a Maple Lake Improvement Association meeting with discussion pertaining to the East Shore lights and parking lot. He also attended a Dancing Sky meeting where discussion was held regarding COVID-19 funds.
2. Commissioner Strandell brought forth that he attended a Tri-County Community Corrections meeting with discussion pertaining to jail and Juvenile Center occupancy costs, along with per diem rates being increased. It was also discussed that Unique Security at the jail will be reducing their trips per year. He also attended a Building Committee meeting regarding the East Grand Forks Human Service Center remodeling project to be completed approximately mid October 2020.
3. Commissioner Willhite brought forth that he attended a Public Safety meeting – budget items were discussed. Discussion was also held regarding Tri-Valley housing. Primary Election/Canvas statistics were also discussed.

4. Commissioner Lee brought forth that she attended Radio Talk/Fosston, she also attended a Wild Rice Marsh River Watershed meeting – decision was to go with the MOU operation for the One Watershed, One Plan with a 60-day comment period. She also attended an EAP Advisory meeting where cleanup programs were discussed. A call was also received from a township supervisor regarding golf cart ordinance.
5. Commissioner Diedrich brought forth that he attended an MCIT meeting. Discussion took place regarding re-insurance and MCIT reinsurance percentage payment. A discussion also took place regarding the Fair Boards/Workman’s Compensation.

FACILITIES

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

1. Polk County Facilities/Enterprise Vehicle Leases

Discussion along with handouts pertaining to the Proposed Open-End Lease Rate Quote for one 2021 Chevrolet Silverado, Polk County Facilities Management Department Vehicle List, 2020 Facilities/Enterprise Lease Expense, the 2020 Fleet Services Lease Expense and the Proposed Traverse Lease Expense Lease Rate quote was also presented to the Board. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to move forward with the proposed additional 2021 lease expense not to exceed \$1,012.10 per month. (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. Post To Hire Vacant Clerk Typist Cashier III Position

Due to a resignation a motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve posting and hiring a Clerk Typist Cashier III position in the Sheriff’s Office.

2. Resolution (2020-70) Accepting Financial Donations On Behalf Of Polk County Sheriff’s Office From Skyler Berg

Resolution Accepting Financial Donations On Behalf Of Polk

County Sheriff’s Office From Skyler Berg

RESOLUTION (2020-70)

The following resolution (2020-70) was offered by Commissioner Diedrich:

WHEREAS, Skyler Berg has made a financial donation of \$252.00 to support the Polk County K9 Program in Polk County; and

WHEREAS, Polk County Sheriff’s Office, wishes to have the County Board formally accept these financial donations on behalf of Polk County Sheriff’s Office and put towards the Polk County K9 Program.

NOW THEREFORE BE IT RESOLVED, By the County Board of Polk County, Minnesota as follows:

The financial donations from Skyler Berg, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for Polk County K9 Program.

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

3. Resolution (2020-71) Accepting Financial Donations On Behalf Of Polk County Sheriff's Office From Bremer Bank, Crookston

**Resolution Accepting Financial Donations On Behalf Of Polk
County Sheriff's Office From Bremer Bank, Crookston**
RESOLUTION (2020-71)

The following resolution (2020-71) was offered by Commissioner Diedrich:

WHEREAS, Bremer Bank of Crookston has made a financial donation of \$500.00 to support the Polk County K9 Program in Polk County; and

WHEREAS, Polk County Sheriff's Office, wishes to have the County Board formally accept these financial donations on behalf of Polk County Sheriff's Office and put towards the Polk County K9 Program.

NOW THEREFORE BE IT RESOLVED, By the County Board of Polk County, Minnesota as follows:

The financial donations from Bremer Bank, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of the Polk County Sheriff's Office and used for Polk County K9 Program.

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

PUBLIC HEALTH

Sarah Reese, Public Health Director came before the Board with matters pertaining to her department:

1. Advertisement and Hiring a Roster Nurse Position

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve advertising and posting for a Roster Nurse position (up to 150 hours per year) within Polk County Public Health.

2. Altru Physician Collaborative Agreement

The Altru Health System Agreement for Independent Contracted Services between Polk County Public Health and Altru Health System was presented and discussed with the Board. A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Nurse Practitioner

Collaborating Physician Agreement for initial 2080 hours with Altru Health System. (Agreement on file in the Administrator's Office)

3. UMC Services Agreement

The University of Minnesota Business Associate Agreement between the Regents of the University of Minnesota by and through its Crookston Campus ("University") and Polk County Public Health ("Business Associate") was presented and discussed with the Board. A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to enter into a Business Associate Agreement with the University of Minnesota Crookston. Request for Polk County Public Health to provide 15-20 hours per week of Health Services support to the University of Minnesota Crookston for August – October 2020 while they are refilling their Health Services position. The contracted rate to be \$50.00 per hour. (Agreement on file in the Administrator's Office)

4. COVID Update

Discussion pertaining to COVID-19 was held with the Board regarding a situational update schools pertaining to a 14 Case Rate/Data and Safe Learning Plans. Long Term Care – Visitation Guidance was also discussed with the Board.

EAST POLK SOIL & WATER CONSERVATION DISTRICT

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

1. 2021 East Polk SWCD Budget

The 2021 East Polk Soil and Water Conservation District Budget was discussed and presented to the Board. (Budget on file in the Administrator's Office)

2. Draft MOA Planning Phase

The Draft Memorandum of Agreement Planning Phase was discussed and presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve and sign the MOA Agreement as presented to the Board. (MOA on file in the Administrator's Office)

3. East Polk SWCD Program Update 2020

The East Polk Soil & Water Conservation District Program Update for 2020 was discussed and presented to the Board. (Program Update on file in the Administrator's Office)

4. WASCOB (Water and Sediment Control Basin) Projects in East Polk 2011-2019

The WASCOB Projects in East Polk 2011-2019 was discussed and presented to the Board. (WASCOB handout on file in the Administrator's Office)

RETIRED & SENIOR VOLUNTEER PROGRAM (RSVP)

Tammy Frohlich, RSVP came before the Board with matters pertaining to the Program:

1. RSVP Programming

Discussion along with handouts pertaining to the 2019 – 2020 RSVP Outcomes, From the Kitchen of RSVP and Wellness Way RSVP of the Red River Valley/Staying Safe and Well were presented to the Board regarding Retired & Senior Volunteer Program. (Handouts on file in the Administrator's Office)

NORTHWEST MINNESOTA MULTI-COUNTY HRA

Charity Brault, Executive Director, Mark Finstad, HRA Board Vice Chair and Heather Harbott, HRA Financial Manager of the NW Minnesota Multi-County HRA came before the Board with matters pertaining to the HRA:

1. Housing & Redevelopment 2020 Levy & Program Review

Discussion and handouts pertaining to the Housing and Redevelopment 2020 Levy & Program Review was presented to the Board. (Handouts on file in the Administrator's Office)

HIGHWAY

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

1. CD 55 Tile Replacement

Drain tile on County Ditch No. 55 collapsed as part of the 2019 flood. A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve purchasing 48" x 1060 feet RCP and 2 aprons from Forterra Concrete, Hawley, MN in the amount of \$112,581.00.

2. Polk County/Columbia Township Cooperative Contract

The Polk County Department of Highways Agency Contract with the Township of Columbia was 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 the Agency Contract between Polk County and Columbia Township and have the Polk County Administrator, Polk County Chair and the Polk County Attorney sign the Contract. (Contract on file in the Administrator's Office)

3. Motor Grader Rental Quotes

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award the motor grader rental quote to RDO Equipment, Grand Forks, ND at a base quote of \$5,610.00 per month for 6 months with a total usage not to exceed 500 hours. If 500 hours are exceeded the rate of the overtime hours is \$40.00 per hour.

4. Polk County Widseth Agreement

Polk County has been requested to be the lead agency in replacing Bridge L7619 over the BNSF Railroad Tracks in Columbia Township. The Confirmation of Request for Engineering Services Agreement was discussed and presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve contracting with Widseth for the Columbia Township Bridge Replacement Design and have the Polk County Engineer sign the Agreement. (Agreement on file in the Administrator's Office)

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite to revise the agenda adding No. 5 under Richard Sanders.

5. *County Ditch 111 – Minor Alteration to CD 111 Public Hearing Rescinded

MNDOT is doing a construction project on TH 2 between Mentor and TH 32. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and

adopted by unanimous vote of the Board to rescind the motion from the August 4, 2020 Board meeting setting the hearing date for August 25, 2020 at 10:00 a.m. to review work as proposed by MNDOT as this Hearing is no longer needed.

ADMINISTRATION

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

1. Filling Administrative Assistant I Vacancy (TPSC – Assessor)

Due to a retirement of an Administrative Assistant I position in the Tax Payer Service Center/Assessor a motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to authorize posting, advertising and filling the Administrative Assistant I position and any subsequent internal vacancies occurring as a result of this action.

2. Approval of Social Services AFSCME Local 1353 Collective Bargaining Agreement

The first Collective Bargaining Agreement between Polk County and Local 1353 Minnesota Council 65 AFSCME representing Polk County Social Services Department commencing January 1, 2020 – December 31, 2021 and the MOU between Polk County and Local 1353 (Polk County Social Services) was presented to the Board. A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Polk County Social Services AFSCME Agreement as presented. (Agreement on file in the Administrator’s Office)

3. CARES Funds Status

Discussion was held with the Board regarding status of the CARES Funds.

4. 2021 Budget:

a. Appropriations Requests

Discussion was held with the Board regarding the 2021 appropriation requests.

b. Review of Preliminary Levy Options

Discussion was held with the Board regarding the 2021 preliminary levy options.

c. September 15 and 16 Department Budgets Schedule

The September 15 and September 16, 2020 Draft Department Budgets Schedule was discussed and presented to the Board. (Draft Schedules on file in the Administrator’s Office)

5. Performance Review – Closed Session (Pursuant to MN Statutes 13D.05, Subd. 3(a)) – Evaluate the Performance of Individual Subject to the Board’s Authority, County Administrator Chuck Whiting

1. Action to Convene in Closed Session

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to move into closed session at 2:16 p.m.

2. Reconvene Into Open Session

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to reconvene into regular session at 3:08 p.m.

3. Report Conclusion of Closed Session Evaluation

Discussion was brought forth regarding the evaluation of the Polk County Administrator Charles Whiting. It was reported that the evaluation was concluded with the consensus that Mr. Whiting continues to do a favorable job.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED 08/21/2020

APPROVED 08/18/2020

(See Next Page)

<u>Vendor Name</u>	<u>Amount</u>
Acme Tools - Grand Forks	2,396.89
Altru Health System	2,420.00
American Solutions For Business	3,838.50
Ameripride Linen & Apparel Service	3,035.26
Architectural Resources Inc	3,670.00
Association for Nonsmokers- MN	4,500.00
Beltrami Industrial Services	26,267.28
Bert's Truck Equip Of Moorhead	12,135.28
Building Systems Corporation	9,153.00
Central States Wire Products Inc	2,955.88
Church & Dwight Co Inc	9,245.74
Code 4 Services Inc	2,756.08
Crookston Fuel Company	3,732.70
Donarski Brothers Inc	69,568.96
Government Mgmt Group Inc	5,000.00
GP Excavating LLC	3,640.00
J & S Gravel Inc	14,366.42
John Deere Financial	2,132.75
Kurita America Inc	8,521.85
Mayo Manufacturing Co	2,660.12
MCCC MI 33	6,655.00
Morris Electronics Inc	11,397.86
Northdale Oil Inc	2,143.58
Palmer Masonry & Concrete	21,860.01
Pemberton Law PLLP	5,399.50
Peterson Sheet Metal Inc	2,174.67
Polk County Highway Department	3,566.07
Polk County Highway Department	62,291.96
Premier Specialty Vehicles Inc	3,000.00
Productivity Plus Account	4,808.31
Regents Of The Univ Of Mn	3,363.04
RJ Zavoral & Sons Inc	64,653.50
Schulz Carpeting	5,720.00
SeaChange Printing & Marketing	26,591.65
THE TRAILER CONNECTION	6,205.00
Thygeson Construction Co	21,617.60
Titan Machinery	2,738.75
True North Steel	48,028.52
Urt Llc	3,385.26
US Bank Voyager Fleet Sys	3,890.88
Wenck Associates Inc	9,009.00
Wenck Associates Inc	2,236.00
Widseth Smith Nolting & Assoc	20,547.97
Wilkens Inc/Lyle	4,525.93
Winter Truck Line Inc	2,809.95
Ziegler Inc	3,736.38
217 Payments less than 2000	92,299.31
Final Total:	636,652.41

With no further business the Board adjourned to reconvene at 8:00 a.m., August 25, 2020.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board