

AUGUST 25, 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 25, 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 25, 2020 agenda.

CONSENT AGENDA

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the August 25, 2020 consent agenda.

1. Approve for payment Lost Warrant No. 536895 dated May 22, 2020 issued to R&S Northeast, LLC in the amount of \$214.00.
2. Approve for payment Lost Warrant No. 533931 dated February 11, 2020 issued to Norman-Mahnomen Public Health in the amount of \$15,005.43.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Jacobson brought forth that he attended the Union Lake Sarah Improvement District meeting where Blue Algae on Lake Sarah was the focus. Discussion was brought forth regarding a concerned Maple Lake resident Fern Letnes. He also participated in the Northwestern Mental Health Center Board meeting where the focus was finances and Polk County representation on the Northwestern Mental Health Center Board.
2. Commissioner Strandell brought forth that he attended the MPO and the Polk County Building Committee meeting.
3. Commissioner Willhite brought forth that he participated in the Polk County Building Committee meeting. He also participated in a LARL meeting where the focus was 2021 budgeting. Discussion was brought forth regarding the potential financial software package and implementation during the Polk County Finance meeting.
4. Commissioner Lee brought forth that she attended the Household Hazardous Waste meeting where the 2021 budget was approved. She also had the DAC annual meeting in addition to a DAC regular meeting where the focus was the resignation of the Director in addition to finances. She also attended the Union Lake Sarah annual meeting and a Polk County Finance meeting. In addition she also did a presentation regarding cares funding for AMC.
5. Commissioner Diedrich brought that he participated in the Northwestern Mental Health Center meeting.

REVISED AGENDA

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the revised August 25, 2020 agenda adding Greg Widseth, County Attorney.

***COUNTY ATTORNEY**

Greg Widseth, Polk County Attorney came before the Board with matters pertaining to the Appeal of County Ditch 39 and the service of the Polk County Auditor.

SHERIFF

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

1. Monthly Sheriff Reports

The July Monthly Sheriff Reports were discussed and presented to the Board. (Monthly reports on file in the Administrator's Office)

ENVIRONMENTAL SERVICES

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

1. CY 2021 Internal MSW Tip Fee

Polk County uses a variety of revenue sources to fund Solid Waste operations at its Regional Solid Waste facilities at the Landfill Complex (LF) near Gently, Mn and Resource Recovery Facility (RRF) in Fosston, MN. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the continuation of the existing Internal MSW Tip Fee of \$25.00/ton for CY 2021 going forward until otherwise approved changes are made by the Board.

2. CY 2021 Market Price

Discussion was held with the Board regarding the CY 2021 Market Price.

a. Addenda 1 – Worksheet

Discussion along with a breakdown of costs worksheet was presented to the Board. (Worksheet on file in the Administrator's Office)

b. Addenda 2 – Resolution (2020-76) Polk County 2021 Market Price

RESOLUTION (2020-76) **Polk County 2021 Market Price**

The following resolution (2020-76) was offered by Commissioner Diedrich:

WHEREAS, MS 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and

WHEREAS, The political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, Market Price is defined in the State Statute as the “lowest price available in the area”; and

WHEREAS, The County of Polk declares the Market Price for all MSW generated in Polk County during CY2021 to be \$28.50 per ton, based upon the lowest price available in the area. Polk County’s identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Gentilly Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

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

3. Solid Waste Program Updates

General updates on projects and permits for the Transfer Station, Landfill and Resource Recovery Facility were discussed with the Board.

HIGHWAY

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

1. Resolution (2020-72) Bridge Replacement Priority List
RESOLUTION (2020- 72)
Bridge Replacement Priority List

The following resolution (2020-72) was offered by Commissioner Diedrich:

WHEREAS, Polk County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

WHEREAS, Polk County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

WHEREAS, Polk County has determined that the following deficient bridges on the County State Aid Highway, County Road and Township systems are a high priority and require replacement or rehabilitation and

Bridge No.	New Bridge No.	Road No.	Estimated Proj. Cost	Federal	Local	Bridge Funds	Proposed Const. Yr.
7041	60567	CSAH 1	800,000		400,000	400,000	2021
7042	60568	CSAH 1	800,000		400,000	400,000	2021

5767	60565	CSAH 1	4,000,000		500,000	3,500,000	2021
LT10	60L49	Brandsvold	150,000		10,000	140,000	2021
60504		CSAH 9	600,000		300,000	300,000	2021
L7619	60570	Columbia	800,000		10,000	790,000	2021
LT10	60L51	Euclid	75,000		5,000	70,000	2021
LT10	60L52	Euclid	75,000		5,000	70,000	2021
LT10	60L53	Grove Park	75,000		5,000	70,000	2021
7097	60569	CSAH 7	4,000,000		500,000	3,500,000	2021
L7510		Euclid	65,000		5,000	60,000	2022
L5792		Kertsonville	75,000		5,000	70,000	2022
L7624		Lessor	75,000		5,000	70,000	2022
L5788		Chester	400,000		20,000	380,000	2022
L7522		Scandia	400,000		20,000	380,000	2022

WHEREAS, Local roads play an essential role in the overall state transportation network and local bridges are the critical component of the local road systems, and

WHEREAS, The State's support for the replacement or rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road systems and is necessary for the county and townships to proceed with the replacement or rehabilitation of the high priority deficient bridges described above; and

WHEREAS, Polk County intends to proceed with replacement or rehabilitation of these bridges as soon as possible when Funds are available.

FURTHERMORE, Polk County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Polk County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

NOW THEREFORE BE IT RESOLVED, That Polk County commits that it will proceed with the design and contract documents for these bridges immediately after being notified that funds are available in order to permit construction to take place within one year of notification.

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

2. County Ditch 111 Maintenance Request

MnDOT is doing a construction project on TH 2 between Mentor and TH 32. A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the work in CD 11 and name Richard Sanders as Engineer over the project.

3. Approve Detour Agreement No. 1044641

Discussion along with handouts and the State of Minnesota Department of Transportation and Polk County Detour Agreement for Trunk Highway No. 2 (at TH 32 Intersection) Detour Agreement No. 1044641 was presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Detour Agreement as presented. (Handouts and Detour Agreement on file in the Administrator's Office)

4. Approve Resolution (2020-73) MnDOT Agreement No. 1044641 With The State Of MN Department Of Transportation

RESOLUTION (2020- 73)
MnDOT Agreement No. 1044641
With The State Of MN Department Of Transportation

The following resolution (2020-73) was offered by Commissioner Lee:

IT IS RESOLVED, That Polk County enter into MnDOT Agreement No. 1044641 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 49, County State Aid Highway No. 12, County State Aid Highway No. 12 and County State Aid Highway No. 41 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 2 from 0.84 Mi West of Trunk Highway 32 to 1.04 Miles East of Trunk Highway 59 under State Project No. 6004-26 (T.H. 2 = 008).

IT IS FURTHER RESOLVED, That the Polk County Administrator and the Polk County Chair are authorized to execute the Agreement and any amendments to the Agreement.

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

5. Approve Detour Agreement No. 1044642

Discussion along with handouts and the State of Minnesota Department of Transportation and Polk County Detour Agreement for Trunk Highway No. 59 Detour Agreement No. 1044642 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 approve the Detour Agreement as presented. (Handouts and Detour Agreement on file in the Administrator's Office)

6. Approve Resolution (2020-74) MnDOT Agreement 1044642 With The State Of MN Department Of Transportation

RESOLUTION (2020- 74)
MnDOT Agreement No. 1044642
With The State Of MN Department Of Transportation

The following resolution (2020-74) was offered by Commissioner Strandell:

IT IS RESOLVED, That Polk County enter into MnDOT Agreement No. 1044642 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 1 and County State Aid Highway No. 8 as detour routes during the construction to be performed upon, along, and adjacent to Trunk Highway No. 59 from 0.8 miles north of Sand Hill River to 477 Feet south of Trunk Highway 2 under State Project No.6008-17 (T.H. 59 = 030).

IT IS FURTHER RESOLVED, That the Polk County Administrator and the Polk County Chair are authorized to execute the Agreement and any amendments to the Agreement.

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

7. Polk County Highway Funding Options

Polk County Highway funding options were discussed with the Board.

a. Local Options Sales Tax

Discussion was held with the Board regarding increasing the Polk County Local Option Sales Tax to 0.5% from 0.25%. No action taken.

b. Wheelage Tax

Discussion was held with the Board regarding enacting a \$20.00 Wheelage Tax for transportation purposes. No action taken.

SOCIAL SERVICES

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

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

A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to refill the Child Protection Specialist (CPS), and any internal subsequent position vacancies occurring because of this action.

2. Accounting Edition of Caseworks

A motion was made by Commissioner Diedrich seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve purchasing the Accounting Edition of Caseworks and ongoing support from Next Chapter Technology for 2020 in the amount of \$65,363.00 after federal participation of \$43,793.00.

ADMINISTRATION

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

1. Resolution (2020-75) Of The Polk County Board Of Commissioners Dedicating CARES Funds For Polk County Community Outreach Resources And Service Providers To Respond To The COVID-19 Public Health Crisis

RESOLUTION (2020-75)
Resolution Of The Polk County Board of Commissioners
Dedicating CARES Funds For Polk County Community
Outreach Resources And Service Providers To Respond To
The COVID-19 Public Health Crisis

The following resolution (2020-75) was offered by Commissioner Strandell:

WHEREAS, In March 2020, Governor Tim Walz issued a series of Emergency Executive Orders in response to the COVID-19 pandemic which closed public and private schools, closed bars, restaurants, and other places of accommodation and generally required Minnesotans to stay at home; and

WHEREAS, Emergency Executive Order 20-15 recognizes that the State's response to the COVID-19 pandemic will result, either directly or indirectly, in the closure of many of Minnesota's small businesses, increased public health demands and related assistance needs in our communities; and

WHEREAS, In an effort to mitigate the economic and public health distress caused by the COVID-19 pandemic, Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to provide funding to States and local governments to cover costs associated with the COVID-19 pandemic; and

WHEREAS, Guidance issued by the federal government provides that CARES Act funding is intended to cover a variety of costs incurred by State and local governments in responding to and mitigating the effects of the COVID-19 public health crisis, including expenses to enable compliance with public health measures such as facilitating distance learning and improving telework capabilities; and

WHEREAS, Polk County finds that in addition to impacting the health and safety of residents, the unprecedented economic environment created by the COVID-19 pandemic has resulted in numerous business and social support service shutdowns, income loss, and unemployment in the County; and

WHEREAS, Although the State of Minnesota is currently allowing businesses to reopen under certain limited conditions, Polk County recognizes that additional community support is needed to allow residents to begin to return to work and school under public health guidance and protocols; and

WHEREAS, Polk County further recognizes that there are many obstacles residents face in obtaining necessary housing, food, child-care, telework and distance learning capabilities and general access to health services during the COVID-19 public health crisis; and

WHEREAS, The County further recognizes the need to provide support and resources to all County populations negatively impacted by the COVID-19 public health crisis; and

WHEREAS, The County desires to collaborate with community support organizations to help meet the needs of all Polk County residents during the COVID-19 public health crisis; and

WHEREAS, Polk County seeks to use CARES funds following guidance from the United States Treasury entitled “Coronavirus Relief Fund Frequently Asked Questions” and its periodic updates to apply CARES funds to eligible COVID-19 expenses and attached to as Exhibit A.

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

1. Utilizing its Public Health partnership, Polk County shall utilize its allocation of CARES funding to provide necessary community support and resources, either directly or through grants and/or loans to non-profit organizations based in Polk County, to meet the needs of residents in obtaining or maintaining safe housing, food, elderly and vulnerable populations, education, and access to health and mental health services. A minimum \$775,000 of federal funding from the Coronavirus Relief Fund shall be made available for this initiative utilizing the following Polk County Public Health partnerships and administered by the Polk County Public Health Department:

Public Health Partnerships	Earmarked
School Districts and private schools	\$250,000
Northwest Mental Health	\$75,000
New American Integration Center	\$10,000
North Country Food Bank	\$100,000
Tri Valley	\$100,000
Inter-County	\$70,000
Migrant Health Services	\$10,000
Care N Share	\$10,000
Long-term care facilities in County (12)	\$120,000
University of Minnesota-Crookston	\$15,000
Northland Community Tech	\$15,000

2. Utilizing its Polk County Partnerships with supporting quasi-governmental service providers and Social Services support relationships, Polk County shall utilize its allocation of CARES funding to provide support for recovering operational losses and expenses due to COVID-19 for these organizations and the populations they serve. A minimum of \$450,000 of federal funding from the Coronavirus Relief Fund shall be made available for this initiative for the following Polk County partnerships administered by Polk County Administration:

Polk County Partnerships	Earmarked
Tri-County Community Corrections	\$100,000
East Polk Soil & Water Conservation District	\$10,000
West Polk Soil & Water Conservation District	\$10,000
Northwest MN Multi-County Housing & Redevelopment Authority	\$140,000
Polk County DAC	\$100,000
Fosston DAC	\$25,000
ODC	\$25,000
PC Social Services Elderly Home Care (2) Vendors	\$40,000

3. Utilizing Polk County relationships with its cities and townships, Polk County shall utilize its allocation of CARES funding to provide emergency grant funding to sustain operations for small businesses and to help eligible local businesses with costs associated with reopening under public health guidance and protocols. Eligible businesses are those that are locally owned and operated, have an establishment within Polk County and have at least two and no more than 50 employees. A minimum of \$775,000 of federal funding from the Coronavirus Relief Fund shall be made available to Polk County city partnerships administered by Polk County Administration for them to work through their economic development organization as follows:

Small Business Relief	Earmarked
City of Crookston	\$250,000
City of East Grand Forks	\$250,000
City of Fosston	\$150,000
Rest of County's cities and townships	\$125,000

4. Polk County shall utilized its allocation of CARES funding to recover COVID-19 related costs of operations changes due to the virus, including acquisition of personnel protective equipment, enhanced sanitary and cleaning supplies acquisition, social distancing modifications to workplace and building environments, telecommuting costs and personnel costs resulting from time incurred for adjusting to, working on and servicing COVID-19 related initiatives, programs and work place adjustments. A minimum of \$2,000,000 of federal funding the Coronavirus Relief Fund shall be utilized by Polk County to recover these costs and expenses.

County Administration is authorized to proceed and implement the distribution, accounting of and approvals required for the COVID-19 related community support pursuant to this Resolution and relevant guidelines to be approved by the Board of Commissioners.

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

2. 2021 Budget Status

The 2021 Budget Status was discussed with the Board.

a. Summary Budget

The budget summary was discussed with the Board.

b. Personnel

Personnel matters were discussed with the Board.

With no further business the Board adjourned to reconvene at 8:00 a.m., September 1, 2020.

Gary Willhite, Chair

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