

SEPTEMBER 15, 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., September 15, 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.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the revised agenda for September 15, 2020 adding No. 3 under Administration.

CONSENT AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the Consent Agenda for September 15, 2020:

1. Approve Commissioner Warrants: General Revenue Fund, \$68,493.99; Public Works Fund, \$93,575.29; Public Safety Fund, \$10,330.04; Public Health Fund, \$4,354.45; Special Assessments (Ditch) Fund, \$12,853.20; Environmental Services Fund, \$20,172.09; Resource Recovery Fund, \$89,511.36; Landfill Fund, \$10,354.88. Per Diems, \$1,875.00; Meal Reimbursements (without overnight lodging), \$130.84 and Sign Audit List.
2. Approve payment to US Bank, St. Louis MO in the amount of \$85,806.59 for procurement card purchases.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Jacobson brought forth that he had not attended any meetings since the prior Board meeting. Discussion was brought forth regarding taxpayer concerns over fences being placed on the road right-of-way on the Norman-Polk County line road.
2. Commissioner Strandell brought forth that he participated in the Tri-County Corrections meeting where the focus was the 2021 budget.
3. Commissioner Willhite brought forth that he attended the Tri-Valley Opportunity Council meeting and the Polk County Extension meeting. He also participated in KROX Valley Talk.
4. Commissioner Lee brought forth that she attended four (4) DAC meetings focused on candidates and interviews for the Executive Director position. She also attended a Solid Waste Advisory meeting where steam contracts were the focus. Discussion was brought forth regarding the Vesledahl project in Winger Township. Discussion was brought forth regarding a public water issue in Sletten Township and the possibility of a Public Hearing. She also participated in the Polk County Extension meeting where the focus was the 2021 Budget. In addition, she participated in an AMC Health and Human Services meeting where COVID-19 was the focus. She also did her monthly radio update.

5. Commissioner Diedrich brought forth that he participated in the Tri-County Corrections meeting. In addition, he attended a work session at MCIT.

SHERIFF

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

1. **Approve & Sign State of MN Joint Powers Agreement Authorized Agency**
A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve and sign the State of Minnesota Joint Powers Agreement Authorized Agency as presented to the Board. (Joint Powers Agreement on file in the Administrator's Office)** See resolution below.
2. **Resolution (2020-78) Approving State of MN Joint Powers Agreement With The County Of Polk On Behalf Of Its Polk County Attorney and Sheriff**

RESOLUTION (2020-78)
**Approving State Of Minnesota Joint Powers Agreements
With The County Of Polk On Behalf
Of Its County Attorney and Sheriff**

The following resolution (2020-78) was offered by Commissioner Strandell:

WHEREAS, The County of Polk on behalf of its County Attorney and Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Polk on behalf of its County Attorney and Sheriff are hereby approved.
2. That the Sheriff, James Tadman, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That the County Attorney, Greg Widseth, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement

that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

4. That Gary Willhite, the Chair of the County of Polk and Chuck Whiting, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Commissioner Jacobson 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. One Office Support Specialist Replacement Request**

A motion was made by Commissioner Diedrich seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve refilling one Office Support Specialist position, and any internal subsequent position vacancies occurring because of this action.

ADMINISTRATION

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

- 1. Approval Of Claim – Lindemer Settlement**

The Settlement Agreement between Polk County and former Polk County employee Danielle Lindemer was discussed and presented to the Board. A motion was made by Commissioner Diedrich seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve and sign the Settlement Agreement as presented. (Agreement on file in the Administrator's Office).

- 2. CARES Update**

Discussion along with a handout pertaining to the breakdown of CARES Funds was presented to the Board. (Handout on file in the Administrator's Office)

- 3. *Juvenile Detention Center Roof Replacement Bid Award**

A motion was made by Commissioner Strandell seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to accept the bid recommendation of Pierce Lee Roofing, LLC, Fargo, ND in the amount of \$142,400.00 offered by Tri-County Community Corrections Board with the understanding that funding for the Juvenile Detention Center Roof Replacement Project will be provided by Tri-County Community Corrections.

2021 DEPARTMENT BUDGET REVIEWS

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to the 2021 Departmental Budgets:

- 1. General Overview of Budget Issues**

Discussion was held with the Board regarding the 2021 budget.

COUNTY ATTORNEY

Greg Widseth, Polk County Attorney came before the Board with matters pertaining to his department:

1. Review of 2021 County Attorney Budget

Discussion was held with the Board regarding the 2021 County Attorney Budget.

HIGHWAY

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

1. County Wide Patching

A motion was made by Commissioner Diedrich seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award county wide patching to ReitRock Paving LLC, Crookston, MN in the amount of \$333.33 per ton.

2. County Ditch 56 Replacement Request

MNDOT is doing a construction project on TH 2 between Fisher, MN and East Grand Forks, MN a 48" CSP under TH 2 with a 48" RCP is needed. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the work in County Ditch 56 and name Richard Sanders as Engineer over the project.

3. Review of 2021 Highway Department Budgets

Discussion was held with the Board regarding the 2021 Highway Department budgets.

VETERANS SERVICES

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

1. Review of 2021 Veterans Services Budget

Discussion was held with the Board regarding the 2021 Veterans Services budget.

ENVIRONMENTAL SERVICES

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

1. Review of 2021 Environmental Services Budgets

Discussion was held with the Board regarding the 2021 Environmental Services budgets.

FACILITIES

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

1. Review of 2021 Facilities Budget

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

ADMINISTRATION

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

1. Review of 2021 Administration Budgets

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

2. Budget Summary and Review

Discussion was held with the Board regarding the 2021 budget.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS/DATED 09/18/2020
APPROVED 09/15/2020

<u>Vendor Name</u>	<u>Amount</u>
Acme Electric Companies	3,257.46
Ameripride Linen & Apparel Service	2,133.27
Architectural Resources Inc	3,778.75
Bert's Truck Equip Of Moorhead	15,547.84
Bill's Parts & Sales	2,100.00
Church & Dwight Co Inc	9,245.74
Country Pet Foods, LLC	5,522.58
Crookston Fuel Company	4,316.60
Crookston Times	2,265.53
Dietz/Mark	2,496.20
Domson BG Service	2,313.00
Donarski Brothers Inc	3,234.81
DS Solutions Inc	2,132.00
Durag	7,164.70
Environmental Sentry Protection LLC	4,610.00
GHA Technologies Inc	2,390.30
Higher Ground	9,252.70
JC & J Trucking Inc	5,000.00
Jemco Incorporated	6,305.93
Jsb Engineered Solutions	10,955.25
Kurita America Inc	7,005.74
Northern Lumber	2,579.21
Now Micro Inc	5,344.00
Palmer Masonry & Concrete	16,907.00
Pemberton Law PLLP	14,200.95
Polk County	7,767.44
Polk County Highway Department	13,472.17
Potters Industries Inc	5,536.00
Powerplan OIB	2,745.75
RDO Truck Centers	7,372.82
Regents Of The Univ Of Mn	2,179.56
True North Steel	28,432.84
Univar Usa Inc	8,500.00
US Bank Voyager Fleet Sys	3,294.25
Winter Truck Line Inc	2,110.55
Ziegler Inc	18,275.27
190 Payments less than 2000	59,899.09
Final Total:	309,645.30

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., September 16, 2020 for a Special Board meeting.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board