

JANUARY 19, 2021
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., January 19, 2021. Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote, Deputy Clerk of the Board. Commissioner Gary Willhite and Commissioner Mark Holy were absent.

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the January 19, 2021 agenda.

CONSENT AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the January 19, 2021 consent agenda:

1. Approve Commissioner Warrants: General Revenue Fund, \$172,323.65; Public Works Fund, \$55,655.78; Public Safety Fund, \$76,904.03; Public Health Fund, \$29,443.61; Forfeited Tax Sale Fund, \$150.00; Special Assessments (Ditch) Fund, \$7,740.00; Environmental Services Fund, \$33,018.60; Resource Recovery Fund, \$110,015.57; Landfill Fund, \$59,073.35; Per Diems, \$2,025.00; Meal Reimbursements (without overnight lodging), \$163.78 and Sign Audit List.
2. Approve payment to US Bank, St. Louis, MO in the amount of \$79,633.29 for procurement card purchases.
3. Approve for payment Lost Warrant No. 543159 dated December 18, 2020 issued to Brittany Corbett in the amount of \$59.80.
4. 2021 Polk County Haulers License:
Approval of the 2021 Polk County Haulers License applications for the following: (1) Alternative Sanitation, (2) Al's Disposal, (3) Beltrami County (4) Countrywide Sanitation, (5) City of Crookston, (6) City of Fosston, (7) Dukek Logging, (8) Fuch's Sanitation, (8) Hagen Trucking, (9) Hubbard County, (10) Lene's Sand & Gravel, (11) Les's Sanitation, (12) Stuhaug Sanitation, (13) T K Outdoors, (14) TC Lighting, (15) Stuhaug Sanitation, (16) TC Lighting, (17) Tipton Grease, (18) Waste Mgmt Inc (ND) and (19) White Earth Sanitation.
Conditional approval of the 2021 Polk County Haulers License applications – pending receipt of applications and/or missing items – for the following: (1) Anderson's Disposal, (2) Lenes Sand & Gravel, (3) Listrom, (4) Regional Sanitation (5) Sanimax (6) Spicer Trucking, (7) Visser Excavation, and (8) Waste Mgmt Inc (MN).

COUNTY BOARD MEMBER ISSUE FORUM

1. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to adopt the 2021 Board Committee Assignments as presented. (Assignments on file in the Administrator's Office)

2. A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to appoint Tom Noah to the Planning and Zoning Board and the Board of Adjustment Board with a term to expire on December 31, 2023.
3. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to re-appoint Paul Jore to the Planning and Zoning Board with a term to expire December 31, 2023 and as an Alternate to the Board of Adjustment Board.
4. Commissioner Strandell brought forth that he attended the Tri-County Community Corrections meeting. There have been 269 COVID-19 tests conducted on residents within the Tri-County Community Correctional Facility resulting in 19 positive cases.
5. Commissioner Lee brought forth that she had her monthly Radio Show and as a result received several calls regarding the second round of CARES grants. She also participated in the Polk County Personnel Committee meeting. She also attended an AMC meeting. The AMC Legislative Conference will be a virtual format for 2021. In addition, she attended the Polk Norman Mahnomen Community Health Board meeting. Commissioner Lee will continue in her capacity as the State Community Health Services Advisory Committee (SCHSAC) representative. She also brought forth that she received a call of concern from Al Bauer regarding the CD3 contamination machine.
6. Commissioner Jacobson brought forth that he attended a Tri-Valley Opportunity Council meeting.

SOCIAL SERVICES

Chuck Whiting, Polk County Administrator on behalf of Karen Warmack, Social Services Director came before the Board with matters pertaining to her department:

1. Agreement with Polk County Collaborative

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Polk County Collaborative 2021 Support Services Agreement as presented to the Board. (Agreement on file in the Administrator's Office)

HIGHWAY

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

1. 2021 (2) Tandem Axle Diesel Trucks

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to award the quote to Boyer Ford Trucks, Inc., Lauderdale, MN in the amount of \$121,049.32 each or \$242,098.64 total for 2 (2021) Western Star Tandem Axle Diesel Trucks upon the recommendation of the County Highway Engineer,

2. Tandem Axle Diesel Truck Equipment

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to award the quote to Berts Truck Equipment, Moorhead, MN in the amount of \$112,209.00 for (1) snowplow equipment for the 1 of 2 Tandem Axle Diesel Trucks and Townmaster, Litchfield, MN in the amount of

\$115,177.00 for (1) snowplow equipment for 1 of the 2 Tandem Axle Diesel Trucks based on the recommendation of the County Engineer.

3. Resolution (2021-06) Acknowledging Street Reconstruction & Support From Sponsoring Agency/City Of Fertile

RESOLUTION (2021-06)
Acknowledging Street Reconstruction & Support from Sponsoring Agency
Christian Street SW & 1,135 Feet of W Mill Road
City of Fertile

The following resolution (2021-06) was offered by Commissioner Jacobson:

BE IT RESOLVED, That the County Board of Commissioners of Polk County supports the City of Fertile application to the Minnesota Department of Transportation State Aid for Local Transportation Division (Mn/DOT) for funding through the Local Road Improvement Program (LRIP).

BE IT FURTHER RESOLVED, That Polk County acknowledges herewith that it is willing to be the project sponsor knowing full well that such sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, That Richard Sanders is hereby authorized to act as agent on behalf of the City of Fertile.

WHEREAS, The City of Fertile has requested that Polk County sponsor its application for the reconstruction and paving of Christian St SW & 1,135 feet of W Mill Road; and

WHEREAS, The Minnesota Department of Transportation (Mn/DOT) has determined that for projects implemented with LRIP funds, cities under 5000 in population, are required to secure county sponsorship for the project; and

WHEREAS, The City of Fertile has authorized the County of Polk to act as the sponsoring agency for the City of Fertile for the LRIP; and

WHEREAS, The County of Polk is the project sponsor for the LRIP project within the City of Fertile; and

WHEREAS, The Fertile City Council supports the project; and

WHEREAS, The City of Fertile understands that it will be responsible for all costs not covered by LRIP funding including engineering and right of way costs and any construction costs over the funding cap.

THEREFORE BE IT RESOLVED, That the Project Sponsor hereby agrees to assume full responsibility for the design, construction, operation and maintenance of property and facilities related to the aforementioned transportation enhancement project.

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

4. Resolution (2021-07) Acknowledging Street Reconstruction & Support from Sponsoring Agency Industrial Avenue from 9th Street to 11th Street City of Fosston

RESOLUTION (2021-07)
Acknowledging Street Reconstruction & Support From Sponsoring Agency
Industrial Avenue From 9th Street To 11th Street
City Of Fosston

The following resolution (2021-07) was offered by Commissioner Lee:

BE IT RESOLVED, That the County Board of Commissioners of Polk County supports the City of Fosston's application to the Minnesota Department of Transportation State Aid for Local Transportation Division (Mn/DOT) for funding through the Local Road Improvement Program (LRIP).

WHEREAS, The proposed project would reconstruct a 41-ft wide paved urban type street section of Industrial Avenue from 9th Street to 11th Street. This would include the 11th Street/Industrial Avenue Intersection and a 700-foot section of 11th Street

WHEREAS, Utilities would be the responsibility of the City of Fosston.

BE IT FURTHER RESOLVED, That Polk County acknowledges herewith that it is willing to be the project sponsor knowing full well that such sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, That Richard Sanders is hereby authorized to act as agent on behalf of the City of Fosston.

WHEREAS, The Minnesota Department of Transportation (Mn/DOT) has determined that for projects implemented with LRIP funds, cities under 5000 in population, are required to secure county sponsorship for the project, and

WHEREAS, The City of Fosston has authorized the County of Polk to act as the sponsoring agency for the City of Fosston for the LRIP, and

WHEREAS, The County of Polk is the project sponsor for the LRIP project within the City of Fosston.

WHEREAS, The Fosston City Council supports the project.

THEREFORE BE IT RESOLVED, That the Project Sponsor hereby agrees to assume full responsibility for the design, construction, operation and maintenance of property and facilities related to the aforementioned transportation enhancement project.

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

5. Resolution (2021-08) Acknowledging Street Reconstruction & Support from Sponsoring Agency Eaton Avenue from 11th Street NE to 400th Street SE City of Fosston

RESOLUTION (2021-08)
Acknowledging Street Reconstruction & Support From Sponsoring Agency
Eaton Avenue From 11th Street NE to 400th Street SE
City Of Fosston

The following resolution (2021-08) was offered by Commissioner Lee:

BE IT RESOLVED, That the County Board of Commissioners of Polk County supports the City of Fosston's application to the Minnesota Department of Transportation State Aid for Local Transportation Division (Mn/DOT) for funding through the Local Road Improvement Program (LRIP).

WHEREAS, The proposed project would construct a 41-ft wide paved urban type street extension of Eaton Avenue from 11th Street NE to 400th ST SE (Bransvold Township).

WHEREAS, Utilities would be the responsibility of the City of Fosston.

BE IT FURTHER RESOLVED, That Polk County acknowledges herewith that it is willing to be the project sponsor knowing full well that such sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, That Richard Sanders is hereby authorized to act as agent on behalf of the City of Fosston.

WHEREAS, The Minnesota Department of Transportation (Mn/DOT) has determined that for projects implemented with LRIP funds, cities under 5000 in population, are required to secure county sponsorship for the project, and

WHEREAS, The City of Fosston has authorized the County of Polk to act as the sponsoring agency for the City of Fosston for the LRIP, and

WHEREAS, The County of Polk is the project sponsor for the LRIP project within the City of Fosston.

WHEREAS, The Fosston City Council supports the project.

THEREFORE BE IT RESOLVED, That the Project Sponsor hereby agrees to assume full responsibility for the design, construction, operation and maintenance of property and facilities related to the aforementioned transportation enhancement project.

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

PUBLIC HEALTH

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

1. Advertisement & Hiring a Roster Nurse Position

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the advertising and hiring of a Roster Nurse position.

2. Advertisement and Hiring an Assistant Director of Public Health and a Public Health Nursing Supervisor

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve advertising and hiring an Assistant Director of Public Health position and a Public Health Nursing Supervisor position.

3. COVID-19 & Vaccine Distribution Update

Discussion was held with the Board regarding COVID-19 and the distribution of the vaccine.

IS DEPARTMENT

Evan Bruggeman, IS Director came before the Board with matters pertaining to his department:

1. Approval of Microsoft Licensing Renewal Agreement for Microsoft O365 Suite and Windows Server Licensing

A motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Microsoft Licensing Renewal Agreement for Microsoft 0365 Suite and Windows Service Licensing as presented to the Board. (Agreement on file in the Administrator's Office).

SHERIFF

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

1. Security Camera Upgrade for the Sheriff's Office

A motion was made by Commissioner Lee seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the security camera upgrade from Johnson Controls, Fargo, ND in the amount of \$13,835.31 for the cameras and equipment and Bergstrom Election, Grand Forks, ND in the amount of \$26,550.00 for the installation wiring package.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED 01/22/2021

APPROVED 01/19/2021

See Next Page!

<u>Vendor Name</u>	<u>Amount</u>
American Solutions For Business	6,710.00
Aramark	2,820.86
Architectural Resources Inc	9,425.00
Assoc Of Mn Counties	18,654.00
AWS	2,530.00
Bergstrom Electric Inc	2,685.00
Bert's Truck Equip Of Moorhead	3,959.00
Blue Tarp Financial Inc	2,095.43
Brault Construction LLC	29,951.58
Briggs/Clayton	2,350.00
Brost Chevrolet Inc	4,458.13
Church & Dwight Co Inc	18,715.17
CIVICPLUS	9,849.00
Clark Dailey Construction	3,440.00
Clay County Public Health	2,000.00
Code 4 Services Inc	2,750.36
Country Pet Foods, LLC	5,522.58
Crookston Fuel Company	2,817.24
DeBoer Industries Inc	7,800.00
Erskine Echo	3,158.10
Ferguson Enterprise Inc 3093	2,084.38
Fosston Municipal Utilities	2,446.55
Garage Door Guys, LLC	9,891.30
GHA Technologies Inc	3,275.00
GP Excavating LLC	2,800.00
Grainger	2,312.96
Inmate Services Corporation	2,445.18
Innovative Office Solutions LLC	3,812.89
Interstate Power Systems Inc	12,510.05
Jemco Incorporated	2,382.58
Jmd Manufacturing Inc	4,914.33
John Deere Financial	2,074.02
Johnson Controls Fire Protection LP	4,567.92
K & L Inc	3,423.10
Kennedy Scales	2,024.10
LEADS ONLINE	2,128.00
League Of Minnesota Cities	2,880.00
MCCC MI 33	10,886.20
MCIT	6,989.00
MN Counties Intergov'l Trust	2,500.00
MN Sheriffs' Association	9,263.55
MN Transportation Alliance	3,636.00

MNCCC Lockbox	48,663.91
Northdale Oil Inc	2,585.20
Nova Fire Protection Inc	4,800.00
Nw Mn Household Hazardous	15,274.55
Pemberton Law PLLP	2,012.00
Peterson Sheet Metal Inc	29,535.03
Polk County Highway Department	16,187.32
POMPS Tire	4,661.25
Productivity Plus Account	2,378.90
RTVision Inc	7,350.00
Sander Construction Inc	5,075.00
Scan Air Filters Inc	2,743.99
Setco	3,109.98
The Exponent	3,098.96
Todd's Trailer Sales & Rental	3,080.00
True North Steel	3,864.80
Uline	3,117.38
Urt Llc	3,773.55
US Bank Voyager Fleet Sys	3,325.49
Valley Electric Of Crookston LLC	5,155.12
Visual Labs Inc	25,015.00
Wenck Associates Inc	9,904.00
Widseth Smith Nolting & Assoc	5,130.00
Winter Truck Line Inc	2,048.80
Ye Ole Print Shoppe	3,187.62
Ziegler Inc	4,075.14
195 Payments less than 2000	84,233.04
Final Total:	544,324.59

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 26, 2021.

Gerald Jacobson, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board