

JANUARY 18, 2022
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 18, 2022. Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Willhite, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Michelle Cote, Deputy Clerk of the Board. Commissioner Jacobson and Commissioner Holy were absent.

AGENDA

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the January 18, 2022, agenda.

CONSENT ITEMS

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the January 18, 2022, consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$140,285.03; Public Works Fund, \$28,633.67; Public Safety Fund, \$128,404.38; Public Health Fund, \$27,565.53; Forfeited Tax Sale Fund, \$12,522.19; Special Assessments (Ditch) Fund, \$1,001.00; Environmental Services Fund, \$39,555.81; Resource Recovery Fund, \$115,074.20; Landfill Fund, \$72,559.90; Per Diems, \$2,025.00; Meal Reimbursements (without overnight lodging), \$0.00 and Sign Audit List.
2. Approve payment to US Bank, St. Louis, MO in the amount of \$85,790.17 for procurement card purchases.
3. Approve payment to Charles R. Curtis, Minneapolis, MN in the amount of \$15.94 for postage expenses through the Polk County Attorney's Office.
4. Approve payment to Anoka County Sheriff's Office, Andover, MN in the amount of \$160.00 for service fees through the Polk County Attorney's Office.
5. Approve payment to Kustom Kollision, Crookston, MN in the amount of \$ 1,814.41 for vehicle repair for the Sheriff's Office.
6. Approve payment to Pitney Bowes, Pittsburg, PA in the amount of \$10.91 for fees for Public Health.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Strandell brought forth that he participated in the Tri-County Community Corrections meeting.
2. Commissioner Lee brought forth that she had her monthly Radio Show in Fosston. She also participated in the Polk County Personnel Committee meeting. In addition, she also attended the (SCHSAC) State Community Health Services Advisory Committee meeting.
3. Commissioner Willhite brought forth that he participated in the Polk County Personnel Committee meeting where they met with the LELS Union groups. In addition, he attended the Tri-Valley Opportunity Council meeting where the focus was the Fournier Building renovations and elevator issues.

ICON ARCHITECTS

Todd Blixt, ICON Architects came before the Board with matters pertaining to the Juvenile Detention Facility:

1. Bid Award for the Juvenile Detention Facility

Discussion was held with the Board regarding the bid for the Juvenile Detention Facility. A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to award the bid to Diversified Contractors, West Fargo, ND in the amount of \$1,318,000.00 for the Juvenile Detention Facility.

HIGHWAY

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

1. Certificate of Performance/Final Acceptance SAP 060-599-280 (Brandsvold), SAP 060-599-282 (Grove Park), SAP 060-599-285 (Hammond)

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Certificate of Performances for SAP 060-599-280 (Brandsvold), SAP 060-599-282 (Grove Park), SAP 060-599-285 (Hammond) and the Certificate of Final Acceptance for SAP 060-599-280, SAP 060-599-282, and SAP 060-599-285 and allow the County Engineer to sign the Certificate of Performances and the County Engineer and County Administrator to sign the Final Voucher.

2. GIS Software License

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to renew the GIS Software License to ESRI, Redlands, CA in the amount of \$40,000.00.

3. DTN Weather Website License Renewal

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to renew DTN Weather Forecasting for the total amount of \$57,000.00 for 19 counties from DTN LLC, Omaha, NE (Polk County pays total billed amount and invoices the other counties for reimbursement for final total cost of \$3,000.00 for Polk County)

4. Base 1 Stabilization Chemical

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to purchase BASE 1 Chemical from Team Lab, Detroit Lakes, MN in the amount of \$138,250.00.

SOCIAL SERVICES

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 Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the 2022 Support Services

Agreement with Polk County Collaborative as presented to the Board. (Agreement on file in the Administrator's Office)

2. HSL Consulting, LLC. Contract Approval

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2022 Contract with HSL Consulting, LLC. for \$4,950.00 as presented. (Contract on file in the Administrator's Office)

MIS DEPARTMENT

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

1. Approval of County Backup Storage Appliance Purchase

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the quote from North American Systems International, Bloomington, MN in the amount of \$31,590.00 for the purchase of two backup storage appliances utilizing Recorder Compliance Funds to pay for one of the appliances as it will house land records.

2. Approval of Justice Center Security Upgrades Project

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the quote from Bergstrom Electric in the amount of \$26,950.00 for the installation and configuration of the Justice Center Security upgrades.

ADMINISTRATION

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

1. Update on Supreme Court on OSHA Vaccination/Testing Mandate

An update was given to the Board regarding the Supreme Court's OSHA Vaccination/Testing mandate.

2. Request Approval for Filling Facilities Department – Hybrid Custodial/Maintenance Positions

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to fill two Facilities Management Department vacancies (currently three vacant custodial positions and in the near future a fourth custodial vacancy) with the equivalent of Maintenance positions that can/may perform custodial duties. (The positions will be graded as a Maintenance position but will also do custodial work)

3. Request to Fill Deputy County Administrator Position

Discussion along with Deputy County Administrator job description was presented to the Board. A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to amend the Resolution (2021-104) made December 21, 2021, correcting the Deputy County Administrator Grade to 24.

A motion was made by Commissioner Lee seconded by Commissioner Willhite and adopted by unanimous vote of the Board to authorize filling the Deputy County

Administrator position at a Grade 24. (Job description on file in the Administrator's Office)

4. Review of American Rescue Plan Final Guidelines

Discussion along with a handout pertaining to the Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule – U.S. Department of the Treasury was presented to the Board. (Handout on file in the Administrator's Office)

5. Set Public Hearing for Capital Improvement Plan

The 2022 through 2026 Five-Year Capital Improvement Plan for Capital Improvement Financing Purposes was discussed and presented to the Board. No action was taken on setting the Capital Improvement Plan Public Hearing date.

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED 01/21/2022

APPROVED 01/18/2022

(See Next Page)

<u>Vendor Name</u>	<u>Amount</u>
Al's Electric Inc	3,217.15
American Solutions For Business	7,438.64
Anders Valley Publishing, LLC	2,038.70
Applied Concepts Inc	9,320.00
Aramark Uniform Services	2,417.66
Assoc Of Mn Counties	16,887.00
Association of Mn Counties	2,315.00
AT- Scene LLC	7,000.00
Auto Value - Crookston	2,046.23
AXON ENTERPRISE INC	8,038.70
Brad's Electric	2,394.84
Brault Construction LLC	13,105.14
Brost Chevrolet Inc	9,910.43
Central States Wire Products Inc	3,143.54
Church & Dwight Co Inc	10,073.21
Crookston Fuel Company	8,684.55
Crookston Township Treasurer	3,517.50
Dowco Valve Company Inc	2,117.00
Electric Pump	3,183.04
Everbridge Inc	12,837.92
GateHouse Media Minnesota Holdings, In	4,415.28
Handyman's Inc	2,458.28
Kurita America Inc	13,435.58
Ladyboss Midwest	8,400.00
LEADS ONLINE	2,191.84
Lunseth Plumbing & Heating Co	10,250.69
MCCC Lockbox	34,810.00
MCTT	7,210.00
MNCCC Lockbox	16,031.48
Northdale Oil Inc	4,079.90
Nw Mn Household Hazardous	15,732.70
Pemberton Law PLLP	5,165.00
Peterson Sheet Metal Inc	9,629.56
Polk County	15,656.03
Polk County Environmental Services	73,424.41
Polk County Environmental Services	8,245.39
Polk County Highway Department	9,685.17
Productivity Plus Account	2,160.58
Rinke Noonan	7,490.50
Sampletech	15,950.00
Stone's Mobile Radio Inc	56,280.00
The Thirteen Towns	3,645.10
Titan Machinery	2,177.52
US Bank Voyager Fleet Sys	5,404.68
Visual Labs Inc	6,460.00
Widseth Smith Nolting & Assoc	3,328.00
Ziegler Inc	3,595.76
213 Payments less than 2000	88,602.01
Final Total:	565,601.71

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 25, 2022.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board