

FEBRUARY 2, 2021
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in session at 8:00 o'clock a.m., February 2, 2021 in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, and Charles S. Whiting, County Administrator, Clerk of the Board. Other present Michelle Cote, Deputy Clerk of the Board. Commissioner Willhite and Commissioner Holy were absent.

AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the February 2, 2021 agenda.

CONSENT ITEMS

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the February 2, 2021 consent items:

1. Approve Auditor Warrants.
2. Approve payment to McDonough K-9, Anoka, MN in the amount of \$15,500.00 for the purchase of one police K-9 with patrol & narcotic detention training for the Sheriff's Office.
3. Approve payment to Advanced Tire & Auto Service, Crookston, MN in the amount of \$2,539.25 for towing expenses for the Sheriff's Office.

COUNTY BOARD MEMBERS ISSUE FORUM

1. Commissioner Strandell brought forth that he attended no meetings since the prior Board meeting.
2. Commissioner Lee brought forth that she participated in a zoom meeting that focused on agriculture issues throughout the state. She also participated in an AMC vaccine update meeting. In addition, she participated in a meeting that focused on the Enbridge Line 3 updates and a State Community Health Services Advisory Committee (SCHSAC) Executive Committee meeting. Discussion was brought forth regarding a call she received centered on an organization call Lead on America that is focused on broadband projects in rural areas.
3. Commissioner Jacobson brought forth that he participated in a meeting with staff representative Calvin Benson for 7th Congressional Representative Michelle Fishbach. He also participated in RTCC meeting. He also received correspondence from DNR representative Emily Hutchins regarding a purchase in Woodside Township. In addition he also received correspondence from the Nature Conservancy regarding a potential purchase.

PUBLIC HEALTH

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

1. Advertisement and Hiring – Nurse

Due to a resignation a motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the advertisement and hiring of a 1.0 FTE Registered Nurse (RNI) or a Public Health Nurse (RNII) and any subsequent vacancies within Polk County Public Health.

2. MSUM MOA Clinical Experience

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Memorandum of Agreement between Minnesota State University Moorhead and Polk County Public Health to provide students enrolled in a nursing or allied health program with a clinical experience as presented to the Board. (MOA on file in the Administrator’s Office)

3. COVID-19 & Vaccine Distribution Update

An update was given to the Board regarding COVID-19 and the distribution of the vaccine.

HIGHWAY

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

1. County Ditch No. 14 Maintenance Request

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 No. 14 (Section 15 of Grove Park Township) and name Richard Sanders as Engineer over the project.

2. Polk/Red Lake Counties Agency Agreements:

a. SAP 060-657-003/SAP 063-617-002

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Agency Agreement between Polk/Red Lake Counties for SAP 060-657-003/SAP 063-617-002. (Agreement on file in the Administrator’s Office)

b. SAP 060-606-027, SAP 060-606-028, SAP 060-606-029, SAP 060-627-007, SAP 063-606-011

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Agency Agreement between Polk/Red Lake Counties for SAP 060-606-027, SAP 060-606-028, SAP 060-606-029, SAP 060-627-007, SAP 063-606-011. (Agreement on file in the Administrator’s Office)

3. Award SAP 060-611-020 Etc.

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to award SAP 060-611-020 etc., to Davidson Construction Inc, New Folden, MN in the amount of \$ 3,412,783.95.

4. 2021 Road Restriction Map

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the 2021 Road Restriction Map as presented to the Board. (Road Restriction Map on file in the Administrator’s Office)

FACILITIES

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

1. Office Space Lease/Polk County Human Service Center – Northwestern Mental Health Center, Inc.

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Office Space Lease/Polk County Human Service Center for the Northwestern Mental Health Center, Inc., as presented to the Board. (Lease on file in the Administrator’s Office)

ADMINISTRATION

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

1. General Update – Human Resources/Administration Update For 2021:

a. Class/Comp and Human Resources Support Services

Discussion was held with the Board regarding classification and compensation support services and general human resource support options. Whiting noted a vendor change for these services will be forthcoming.

b. Contract Negotiations

Discussion was held with the Board regarding general benefit negotiations and the calendar for this year.

c. Health Insurance

Discussion was held with the Board regarding employee health insurance issues for Polk County.

d. Reorganization Options

Discussion was held with the Board regarding organizational and succession issues within the County.

AUDITOR WARRANTS

A motion was made by Commissioner Strandell seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the following Auditor Warrants for payment:

AUDITOR WARRANTS 01/05/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------------------|-------------------|
| Bergstrom Electric Inc | 36,352.75 |
| CD3 General Benefit Corporation | 17,287.50 |
| Cole Papers Inc | 7,232.03 |
| Hardwick & Nelson Law PLLC | 2,759.05 |
| MN Counties Intergov'l Trust | 637,010.00 |
| Mn State Auditor | 24,258.16 |
| Norman County Public Health | 4,440.00 |
| Polk County Public Health | 24,470.62 |
| 9 Payments less than 2000 | 2,630.80 |
| Final Total: | 756,440.91 |

AUDITOR WARRANTS 01/12/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|-----------------------------------|-------------------|
| BELTRAMI COUNTY SOLID WASTE | 2,112.00 |
| BELTRAMI COUNTY SOLID WASTE | 2,403.54 |
| Bert's Truck Equip Of Moorhead | 114,728.00 |
| Cole Papers Inc | 8,845.97 |
| Garden Valley Technologies | 2,364.55 |
| Great Plains Natural Gas Co | 12,293.72 |
| Halstad Telephone Co | 9,543.70 |
| Lenes Sand & Gravel Inc | 23,146.27 |
| Lepier Oil Company Inc | 3,485.51 |
| Mn State Auditor | 84,140.00 |
| Morris Electronics Inc | 21,377.50 |
| Norman County Public Health | 3,840.94 |
| Northwestern Mental Health Center | 7,063.00 |
| Ottertail Power Co | 21,787.64 |
| Polk County Public Health | 15,136.93 |
| Powerplan OIB | 5,610.00 |
| RDO Equipment Company | 265,019.00 |
| 22 Payments less than 2000 | 13,062.02 |
| Final Total: | 615,960.29 |

AUDITOR WARRANTS 01/19/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|------------------------------------|---------------------|
| Agassiz Asphalt LLC | 152,931.95 |
| Altru Health System | 2,653.00 |
| City of McIntosh | 5,436.10 |
| Cohen/Norman J | 2,000.00 |
| Cole Papers Inc | 3,519.88 |
| ENTERPRISE FM TRUST | 19,644.35 |
| Fosston Municipal Utilities | 57,607.41 |
| Garden Valley Technologies | 5,982.99 |
| GreatAmerica Financial Services | 9,942.77 |
| Lenes Sand & Gravel Inc | 6,329.76 |
| Mn State Treasury | 10,630.00 |
| Polk County Environmental Services | 2,752.65 |
| Red Lake Watershed District | 37,025.00 |
| Tri County Community Corr | 1,373,069.75 |
| Verizon Wireless | 5,235.69 |
| 31 Payments less than 2000 | 19,818.21 |
| Final Total: | 1,714,579.51 |

AUDITOR WARRANTS 01/25/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|---|---------------|
| Brandsvold Township Treasurer | 3,602.79 |
| Bremer Bank Na | 69,947.13 |
| Bremer Bank Na | 32,389.41 |
| Climax City Treasurer | 6,366.46 |
| Columbia Township Treasurer | 4,500.10 |
| County Emergency Medical Serv. | 7,164.27 |
| Crookston Area Ambulance Inc | 3,753.07 |
| Crookston City | 38,296.18 |
| East Grand Forks City | 82,120.31 |
| Erskine City Clerk- Treasurer | 6,014.46 |
| Esther Township Treasurer | 2,700.22 |
| Fanny Township Treasurer | 5,118.70 |
| Farley Township Treasurer | 2,221.03 |
| Fertile City | 7,975.23 |
| First Care Medical Services | 3,960.35 |
| Fisher City | 2,271.40 |
| Fisher Township Treasurer | 3,659.96 |
| Fosston City | 4,659.65 |
| Garfield Township Treasurer | 2,961.70 |
| Godfrey Township Treasurer | 5,362.85 |
| Grand Forks Township Treasurer | 5,197.43 |
| Helgeland Township Treasurer | 2,129.86 |
| Hubbard Township Treasurer | 4,252.49 |
| Huntsville Township Treasurer | 2,358.87 |
| King Township Treasurer | 2,838.89 |
| Knute Township Treasurer | 3,152.67 |
| Lessor Township Treasurer | 3,680.85 |
| Liberty Township Treasurer | 2,047.42 |
| Lowell Township Treasurer | 2,731.84 |
| Mcintosh City | 7,006.88 |
| Middle- Snake- Tamarac Rivers Wtrshd Di | 13,310.92 |
| Nesbit Township Treasurer | 3,457.55 |
| Nielsville City | 6,138.50 |
| NW Regional Development Comm | 2,903.96 |
| NWMN HRA | 6,035.12 |
| Queen Township Treasurer | 3,316.96 |
| Red Lake Watershed District | 41,023.25 |
| Roome Township Treasurer | 2,111.59 |
| Russia Township Treasurer | 4,095.78 |
| Sand Hill River W S District | 22,535.74 |
| School District 2176 Treas | 11,771.64 |
| School District 2311 Treas | 2,104.69 |

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|-----------------------------|-------------------|
| School District 2609 Treas | 46,254.44 |
| School District 592 Treas | 27,801.77 |
| School District 593 Treas | 47,764.25 |
| School District 600 Treas | 32,727.89 |
| School District 601 Treas | 40,755.61 |
| Sletten Township Treasurer | 3,597.29 |
| Sullivan Township Treasurer | 5,047.70 |
| Vineland Township Treasurer | 3,986.42 |
| Winger City Clerk Treasurer | 2,735.21 |
| Winger Township Treasurer | 2,550.15 |
| Woodside Township Treasurer | 6,037.51 |
| 41 Payments less than 2000 | 39,110.31 |
| Final Total: | 707,616.72 |

AUDITOR WARRANTS 01/26/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------|-------------------|
| Agru America Inc | 104,627.11 |
| Crookston Water Department | 3,657.41 |
| ENTERPRISE FM TRUST | 5,746.99 |
| Fertile Oil Company | 29,125.73 |
| Gladen Construction Inc | 75,080.00 |
| Kinetic Leasing | 32,862.09 |
| Kronos SaaShr Inc | 3,600.40 |
| Lake Agassiz Regional Library | 70,142.50 |
| Ottertail Power Co | 3,378.26 |
| Polk County | 66,931.70 |
| Streamworks LLC | 11,400.00 |
| University Of North Dakota | 6,250.25 |
| 15 Payments less than 2000 | 8,058.52 |
| Final Total: | 420,860.96 |

MANUAL WARRANTS 01/04/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| FURTHER | 2,285.55 |
| Final Total: | 2,285.55 |

MANUAL WARRANTS 01/11/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------|-------------------|
| Internal Revenue Service | 169,176.84 |
| Minnesota Revenue | 28,846.68 |
| Final Total: | 198,023.52 |

MANUAL WARRANTS 01/11/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| FURTHER | 3,775.02 |
| Final Total: | 3,775.02 |

MANUAL WARRANTS 01/19/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| FURTHER | 5,914.00 |
| Final Total: | 5,914.00 |

MANUAL WARRANTS 01/20/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| Mn Dept Of Revenue | 1,647.00 |
| Final Total: | 1,647.00 |

MANUAL WARRANTS 01/20/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|-----------------------------|-------------------|
| Minnesota Revenue | 4,165.00 |
| Minnesota Revenue | 413.54 |
| Mn Dept Of Rev Tax Division | 133,044.69 |
| Mn Dept Of Revenue | 46.00 |
| Mn Dept Of Revenue | 35.00 |
| Final Total: | 137,704.23 |

MANUAL WARRANTS 01/20/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------|-------------------|
| Northwest Service Cooperative | 311,664.00 |
| Final Total: | 311,664.00 |

MANUAL WARRANTS 01/22/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------------|-----------------|
| U.S. Bank Corporate Payment Systems | 2,373.70 |
| Final Total: | 2,373.70 |

MANUAL WARRANTS 01/22/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------------|------------------|
| U.S. Bank Corporate Payment Systems | 77,259.59 |
| Final Total: | 77,259.59 |

MANUAL WARRANTS 01/22/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------|-------------------|
| Internal Revenue Service | 175,634.33 |
| Minnesota Revenue | 30,501.63 |
| Final Total: | 206,135.96 |

MANUAL WARRANTS 01/25/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|-----------------|
| FURTHER | 3,382.17 |
| Final Total: | 3,382.17 |

MANUAL WARRANTS 01/25/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|-----------------------------|------------------|
| Mn Dept Of Rev Tax Division | 33,716.38 |
| Final Total: | 33,716.38 |

MANUAL WARRANTS 01/27/2021

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------|---------------------|
| U S Bank | 376,523.75 |
| U S Bank | 62,875.00 |
| U S Bank | 3,193,023.75 |
| Final Total: | 3,632,422.50 |

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., February 16, 2021.

Gerald Jacobson, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board