

MARCH 15, 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., March 15, 2022. Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Willhite, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Valerie Bjerck, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Holy seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the revised March 15, 2022, agenda removing American Crystal Sugar Proposal – Former Senator Roger Moe & MNDOT/State Aid Issues under Richard Sanders, Highway Department. Also removing Rachel Klein – East Polk Soil & Water Conservation District.

CONSENT ITEMS

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the March 15, 2022, consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$99,513.73; Public Works Fund, \$109,836.25; Public Safety Fund, \$57,017.84; Public Health Fund, \$8,190.53; Forfeited Tax Sale Fund, \$1,495.70; Special Assessments (Ditch) Fund, \$20,321.88; Environmental Services Fund, \$4,966.82; Resource Recovery Fund, \$233,421.80; Landfill Fund, \$46,474.43; Per Diems, \$1,875.00; Meal Reimbursements (without overnight lodging), \$0.00 and Sign Audit List.
2. Approve the January 25, 2022, February 22, and March 1, 2022, Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$155,351.08 for procurement card purchases.
4. Approve for payment Lost Warrant No. 529252 dated September 20, 2019, issued to The Thirteen Towns in the amount of \$35.00.
5. Approve for payment Lost Warrant No. 547893 dated May 21, 2021, issued to Kairi Jacobson in the amount of \$150.00.
6. Approve for payment Lost Warrant No. 547843 dated May 21, 2021, issued to Abi Bruley in the amount of \$25.00.
7. Approve for payment Lost Warrant No. 531712 dated December 10, 2019, issued to Susan Steinmetz in the amount of \$500.00.
8. Approve payment to Motorola, Chicago, IL in the amount of \$30,431.50 for 2021 Year & Vetsta NRC 911 for the Sheriff's Office.
9. Approve Resolution (2022-24) Accepting Financial Donations On Behalf Of Polk County Public Health From Therese Streng Halvorson c/o Kathleen Twite.

RESOLUTION (2022-24)

**Accepting Financial Donations On Behalf Of Polk County Public
Health From Therese Streng Halvorson c/o Kathleen Twite**

The following resolution (2022-24) was offered by Commissioner Willhite:

WHEREAS, Family of Therese Streng Halvorson c/o Kathleen Twite, located in East Grand Forks, Minnesota, has made a financial donation of \$50.00 to support the services and programming of Polk County Public Health; and

WHEREAS, Polk County Public Health wishes to have the County Board formally accept this financial donation.

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

1. The financial donation from the Family of Therese Streng Halvorson c/o Kathleen Twite, which is listed above, hereby are accepted by the Polk County Board of Commissioners on behalf of Polk County Public Health to be used in support of the services and programming provided by Polk County Public Health.

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

10. Approve payment to the MN Department of Health, in the amount of \$105.00 for Asbestos Inspector License renewal for Jacob Snyder, Planning and Zoning.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the Tri-County Community Corrections meeting where the salary grid was approved. Inmate numbers were also discussed. In addition, he attended a meeting in Fisher regarding a school project.
2. Commissioner Lee brought forth that she attended the AMC Legislative Conference. She also attended a Solid Waste meeting. In addition, she attended the (SCHSAC) State Community Health Services Advisory Committee meeting, orientation for newer members joining this Committee were discussed. It was requested that she also review the SCHSAC handbook. Also attended was the monthly Radio program. A meeting in Winger, MN was also attended where the topic of discussion was the water protection plan.
3. Commissioner Jacobson brought forth that he attended the AMC Legislative Conference.
4. Commissioner Willhite brought forth that he attended the AMC Legislative Conference. Also attended was the Tri-Valley Opportunity Council meeting where an update was given regarding the Fournet Building, the audit report and the Chief Administrator evaluation were also discussed.
5. Commissioner Holy brought forth that he attended the Tri-County Community Corrections meeting, Law Library case backlogs were addressed along with the Juvenile Center reconstruction. Also brought forth was violation of special use permits in Angus.

PUBLIC HEALTH

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

1. Advertise & Hire 1.0 FTE Registered Dietician

Due to a resignation a motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve advertising and re-filling the 1.0 FTE Registered Dietician position and any subsequent vacancies within Polk County Public Health occurring because of this action.

TAXPAYER SERVICE CENTER

Sam Melbye, Deputy Director of Property Records came before the Board with matters pertaining to the Taxpayer Service Center:

1. Redistricting

Discussion along with a handout pertaining to the 2022 Redistricting Timeline 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 set the Redistricting hearing date of April 19, 2022, at 10:00 a.m., at the Polk County Government Center, Crookston, MN. (Handout on file in the Administrator’s Office)

2. Post & Advertise For 2 Temporary Election Positions

The 2022 budget contains funds for temporary Election position(s). A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve advertising and filling 2 temporary Election positions.

3. Resolution (2022-23) Repurchase of Forfeited Property – 82.02254.00

Repurchase Of Tax Forfeited Properties – 82.02254.00

RESOLUTION (2022-23)

The following resolution (2022-23) was offered by Commissioner Willhite:

WHEREAS, The Polk County Board of Commissioners has the authority to approve the repurchase of tax forfeited lands to former owners, and

WHEREAS, Jay C. Etienne has made proper application for the repurchase of Parcel 82.02254.00

The E1/2 of Lot 5 and all of Lot 6, Block 17, Townsite of Carman, City of Crookston

WHEREAS, The Polk County Board of Commissioners at its March 15, 2022, meeting unanimously approved the conveyance by motion.

BE IT RESOLVED, That the Board of Commissioners of the County of Polk hereby approves the conveyance of Parcels 82.02254.00 to Jay C. Etienne.

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

TAXPAYER SERVICE CENTER & FINANCE

Sam Melbye, Deputy Director of Property Records and Ron Denison, Finance Director came before the Board with matters pertaining to their departments:

1. County Ditch Levy Request 2022

The 2022 County Ditch Levy Request handout was discussed and presented to the Board. A motion was made by Commissioner Holy seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Ditch Levy Assessments payable 2022 in the amount of \$149,600.00 as presented. (Handout on file in the Administrator's Office)

COUNTY ATTORNEY

Chuck Whiting, Polk County Administrator came before the Board on behalf of Greg Widseth, Polk County Attorney with matters pertaining to the County Attorney's Office:

1. Fill Office Manager Vacancy

Due to a retirement a motion was made by Commissioner Jacobson seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize filling the vacant Office Manager position in the County Attorney's Office.

ENVIRONMENTAL SERVICES

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

1. Purchase 40,000 Gallon Leachate Tank

The Landfill Leachate Collection System currently in-place was constructed to the capacity requirements of Phases 1-12. A new Leachate Collection System needs to be constructed to meet the needs of Phase 13-20. A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to purchase a 40,000-gallon leachate tank from Harrington, Minnetonka, MN in the amount of \$161,487.50.

2. Alternative Daily Cover Price Adjustment - CY2022

Polk County Landfill purchases the fines material from the Resource Recovery Facility to utilize for Alternative Daily Cover (ADC). ADC is mixed with other soil materials to be used each day to cover the solid waste received each day at the MSW Landfill. A motion was made by Commissioner Strandell seconded by Commissioner Jacobson to set the price for Alternative Daily Cover (ADC) at \$65.00/ton for CY2022.

MIS

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

1. Approval of HPE SimpliVity Yearly Lease Payment

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve payment to Hewlett-Packard Financial Services Company, Atlanta, GA in the amount of \$53,211.32 for the lease on the HPE SimpliVity Infrastructure.

HIGHWAY

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

1. Sweeper Quotes

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to contract with Pro Sweep of Fargo, ND in the amount of \$150.00 per hour for Street Sweeping Services.

2. MNDOT Agreements:

a. Approve The Agreement Between Polk County & MNDOT – 1049270

A motion was made by Commissioner Jacobson seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve Agreement 1049270 between Polk County and MNDOT and allow Administrator and Board Chair to sign the Agreement. (Agreement on file in the Administrator’s Office)

b. Approve Resolution (2022-21) For Agreement To State Transportation Fund Local Bridge Replacement Program Grant Terms & Conditions SAP 060-713-003

RESOLUTION (2022-21)

**For Agreement To State Transportation Fund
Local Bridge Replacement Program Grant Terms And Conditions
SAP 060-713-003**

The following resolution (2022-21) was offered by Commissioner Holy:

WHEREAS, Polk County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.60L60; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, The amount of the grant has been determined to be \$65,280.25 by reason of the lowest responsible bid;

NOW THEREFORE BE IT RSOLVED, That Polk County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are

authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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

c. Approve The Agreement Between Polk County & MNDOT – 1048901

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the Agreement 1048901 between Polk County and MNDOT and allow Administrator and Board Chair to sign the Agreement. (Agreement on file in the Administrator's Office)

d. Approve Resolution (2022-22) For Agreement To State Transportation Fund Local Bridge Replacement Program Grant Terms & Conditions SAP 060-106-001

For Agreement To State Transportation Fund
Local Bridge Replacement Program Grant Terms And Conditions
SAP 060-106-001

RESOLUTION (2022-22)

The following resolution (2022-22) was offered by Commissioner Willhite:

WHEREAS, Polk County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.60L59; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, The amount of the grant has been determined to be \$49,794.25 by reason of the lowest responsible bid;

NOW THEREFORE BE IT RESOLVED, That Polk County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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

3. Equipment Rental Bids

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to award the equipment rental bids as shown

on the 2022 Equipment Rental Abstract spreadsheet as presented to the Board. (Spreadsheet on file in the Administrator's Office)

SHERIFF

James Tadman, Polk County Sheriff along with Chief Deputy Michael Norland, Sergeant Jesse Haugen and Deputy Mark Hudon came before the Board with matters pertaining to his department:

- 1. Purchase of 24 Motorola APX 6000 Portable Radios, Chargers, and Wireless Mics**
Discussion was held with the Board regarding the purchase of 24 Motorola APX 6000 Portable Radios, Chargers, and Wireless Mics in the amount of \$5,661.57 per unit (total cost \$135,877.68), no action was taken at this time.
- 2. Purchase 26 Motorola APX 6500 In-Car Mobile Radios**
Discussion was held with the Board regarding the purchase of 26 Motorola APX 6500 In-Car Mobile Radios in the amount of \$5,731.00 per unit (total cost \$149,006.00), no action was taken at this time.
- 3. (3) Year Budget Replacement. Purchase 5 additional Motorola APX 6500 In-Car Mobile Radios in 2022. Budget for additional Mobile Radios in 2023 and 2024.**
Discussion was held with the Board regarding the purchase of 5 additional Motorola APX 6500 In-Car Radios, no action was taken at this time.

ADMINISTRATION

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

- 1. American Rescue Program Status**
Discussion along with a handout was presented to the Board regarding the status of the American Rescue Program. (Handout on file in the Administrator's Office)

COMMISSIONER WARRANTS

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

See Next Page.

**COMMISSIONER WARRANTS
DATED 03/18/2022
APPROVED 03/15/2022**

<u>Vendor Name</u>	<u>Amount</u>
Balco Uniform Co Inc	2,466.65
Baldwin Supply Company	13,986.30
Beltrami Industrial Services	59,758.60
Burggrafs Ace Hardware	2,122.63
Central States Wire Products Inc	3,210.81
Church & Dwight Co Inc	17,654.64
Code 4 Services Inc	4,349.17
Crookston Fuel Company	7,689.09
Eaton Corporation	17,663.80
Evenaire Systems Inc	12,352.50
Fjerstad Trucking Inc	6,240.00
Freberg/Kenton & Barbara	2,120.00
Garage Door Guys, LLC	5,237.00
Gatehouse Media MN Holdings Inc	7,339.97
Grainger	2,332.15
Hatlestad/Paul & Lisa	5,915.00
Innovative Office Solutions LLC	3,297.49
Johnson/Frank	4,215.00
Jsb Engineered Solutions	24,525.11
LeBlanc/Gregory & Marlene	2,770.00
Little Falls Machine Inc	2,611.28
LSQ Funding Group LC	3,046.35
Mn Dept Of Transportation	2,074.62
Morris Electronics Inc	7,191.65
Northdale Oil Inc	3,202.38
Northwest Tire Inc	6,423.04
Pemberton Law PLLP	7,108.80
Peterson Sheet Metal Inc	2,747.02
PetroChoice	2,016.36
Polk County Highway Department	11,903.43
Polk County IS Department	10,900.79
Pro West & Associates Inc	13,836.18
Pro West & Associates Inc	12,660.17
R M Cotton Company	2,334.00
RDO Truck Centers	2,603.84
Red Lake County Hwy Dept	13,456.59
Rinke Noonan	16,457.25
Seaton/Bryan & Kimberley	6,110.00
Setco	2,069.85
Stantec Consulting Services Inc	27,819.09
The Exponent	4,312.02
Thermaxx LLC	12,148.00
Twin City Garage Door	3,542.00
Univar Usa Inc	36,420.00
University of Illinois	10,824.00
US Bank Voyager Fleet Sys	5,068.24
Valley Electric Of Crookston LLC	2,556.00
Valley/Jerry	2,412.50
Valley/Roger G	2,412.50
Vanguard Appraisals Inc	23,300.00
Visual Labs Inc	19,584.00
Widseth Smith Nolting & Assoc	29,354.88
Zahradka/Roberta	3,150.00
188 Payments less than 2000	77,625.43
Final Total:	594,528.17

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., March 22, 2022.

Joan Lee, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board