

JANUARY 2, 2024
BOARD MINUTES

Pursuant to motion of adjournment the Polk County Board of Commissioners met in regular session at 8:00 o'clock a.m., January 2, 2024, in the Commissioners Room, Government Center, Crookston, MN. Members present: Commissioner Paul Reese, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, Commissioner Mark Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Samuel Melbye, Deputy Clerk of the Board.

CALL TO ORDER

Warren Strandell, Chair of the Board called the meeting to order and proceeded to call for nominations for the Office of Chair of the Polk County Board of Commissioners for 2024.

ELECTION OF OFFICERS

The Chair called for nominations for the Office of Chair of the Polk County Board of Commissioners for 2024. Commissioner Lee nominated Commissioner Willhite and adopted by unanimous vote of the Board for Commissioner Willhite to serve as Chair of the Polk County Board for 2024. Commissioner Willhite assumed the Chair.

The Chair of the Board asked for nominations for the office of Vice-Chair of the Board. Commissioner Holy nominated Commissioner Lee and Commissioner Strandell nominated Commissioner Holy. Commissioner Holy was adopted by 4-1 vote (Commissioner Holy voting NAY of the Board to serve as Vice-Chair of the Polk County Board for 2024).

AGENDA

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the January 2, 2024, agenda.

CONSENT ITEMS

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the January 2, 2024, consent items:

1. Approve the December 19, 2023, Board Minutes.
2. Approve Auditor Warrants.

COUNTY BOARD MEMBERS ISSUE FORUM

1. A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to re-appoint Jason Stordahl to the Marshall & Polk Rural Water System Board for a four-year term, to expire December 31, 2027.
2. Commissioner Reese brought forth that he attended the following meetings:
 - a. No meetings.
3. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Grand Forks-East Grand Forks Metropolitan Planning Organization meeting.
4. Commissioner Lee brought that she attended the following meetings:
 - a. Toward Zero Deaths meeting.
5. Commissioner Holy brought forth that he attended the following meetings:

- a. Red Lake Watershed One Watershed One Plan meeting.
- b. Middle Snake Tamarac Rivers Watershed One Watershed One Plan meeting.
- 6. Commissioner Willhite brought forth that he attended the following meetings:
 - a. No meetings.

SOCIAL SERVICES

Karen Warmack, Social Services Director, came before the Board with matters pertaining to her department:

1. Approval of Department of Human Services Respite Care Grant Contract

A motion was made by Commissioner Lee seconded by Commissioner Reese and adopted by unanimous vote of the Board to amend the Children Mental Health Respite Care Grant contract in the amount of \$60,540.00 for total contract amount of \$303,340.00 valid through December 31, 2024.

2024 PUBLICATION BIDS

Pursuant to published notice bids were opened and publicly read at 9:22 a.m., for the Official Newspaper and the Delinquent Tax List:

Official Newspaper

<u>Bidder</u>	<u>Bid Per Column Inch</u>
Crookston Times	\$6.25
The Exponent	\$4.00
Fertile Journal	\$4.00
McIntosh Times (Richards Publishing)	\$2.50
The Thirteen Towns	\$5.65

Delinquent Tax List

<u>Bidder</u>	<u>Bid Per Column Inch</u>
Crookston Times	\$6.25
The Exponent	\$5.00
Fertile Journal	\$4.00
McIntosh Times (Richards Publishing)	\$2.50
The Thirteen Towns	\$5.65

1. Resolution (2024-01) Designating The Polk County Official Newspaper

RESOLUTION (2024-01)
Designating The Polk County Official Newspaper

The following resolution (2024-01) was offered by Commissioner Strandell:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the McIntosh Times (Richards Publishing) be and the same is hereby designated by the Board

of County Commissioners of Polk County as the Official Newspaper of Polk County for 2024 and as such is the newspaper designated in which shall be published all notices and publications which the County is required to publish during the year of 2024.

BE IT FURTHER RESOLVED, That the bid of \$2.50 per column inch be accepted for the official publications of Polk County.

BE IT FURTHER RESOLVED, That the publication of notices and other publications shall be at the rates as established in the bids and as accepted by the Board.

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

2. Resolution (2024-02) Designating Publication Of The Delinquent Tax List Statement Of Polk County

RESOLUTION (2024-02)
Designating Publication Of The Delinquent Tax
List Statement Of Polk County

The following resolution (2024-02) was offered by Commissioner Lee:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that the Fertile Journal with a bid of \$4.00 per column inch be and the same is hereby accepted for the Publication of the Delinquent Tax List Statement of Polk County to be published in 2024.

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

PROPERTY RECORDS

Samuel Melbye, Property Records Director came before the Board with matters pertaining to his department:

2. Filling Appraiser II Vacancy

Due to a resignation, a motion was made by Commissioner Reese seconded by Commissioner Lee and adopted by unanimous vote of the Board to authorize the posting, advertising, and filling of the Appraiser II position and any subsequent internal vacancies occurring as-a-result of this action.

3. Lease for Extension – McIntosh

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the signing of the lease between Polk County University of Minnesota Extension Services (Tenant) and the City of McIntosh (Lessor) for 2024 by the Polk County Chairman of the County Board and the Polk County Administrator 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. Request to Fill Vacancies

a. Account Clerk IV

A motion was made by Commissioner Reese seconded by Commissioner Holy and adopted by unanimous vote of the Board to authorize the posting, advertising, and filling of the Account Clerk IV position in the Administrator's Office.

b. Administrative Assistant II

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to authorize the posting, advertising, and filling of the Administrative Assistant II position in the Administrator's Office.

2. Resolution (2024-03) Designating Polk County's Website For Publications Of Invitations To Bid On Polk County Transportation Projects

RESOLUTION (2024-03)

Designating Polk County's Website for Publications of Invitations to Bid On Polk County Transportation Projects

The following resolution (2024-03) was offered by Commissioner Holy:

BE IT RESOLVED, By the Board of County Commissioners of Polk County that pursuant to M.S. 331A.12, Polk County's web site; <http://www.co.polk.mn.us> be and hereby is designated by the Board of County Commissioners of Polk County as the official site for the publications of invitations to bid on Polk County transportation projects.

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

3. Resolution (2024-04) Designating Delegates To The Association Of Minnesota Counties & Payment Of Dues

RESOLUTION (2024-04)

Designating Delegates To The Association Of Minnesota Counties & Payment Of Dues

The following resolution (2024-04) was offered by Commissioner Lee:

WHEREAS, The Board of County Commissioners of Polk County, Minnesota, has availed itself of the authority granted under Section 375.163, M.S.A., and will pay the dues of said County to the State and National Association of County Commissioners for the year 2024 and it is the intention of said Board of County Commissioners to designate individuals to attend meetings of said Association.

NOW THEREFORE BE IT RESOLVED, That the Board of County Commissioners of Polk County Minnesota, does hereby designate all of its members as delegates from said County to serve on various committees of that Association.

BE IT FURTHER RESOLVED, That upon presentation of a properly verified claim, the finance department be and hereby is authorized to reimburse each of said person for their actual and necessary expenses in attending such meetings, and to pay the annual dues of the County for membership in the Association of Minnesota Counties.

BE IT FURTHER RESOLVED, That the following named individuals are Polk County's official delegates to the Association of Minnesota Counties: Commissioner Reese, Commissioner Strandell, Commissioner Willhite, Commissioner Lee, Commissioner Holy, Charles S. Whiting, County Administrator, Samuel Melbye, County Director of Property Records, and Richard Sanders, County Highway/Ditch Engineer.

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

4. 2024 Mileage, Meals, and Lodging Reimbursement Rates

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to adopt the IRS 2024 mileage rate of \$0.67 per mile for county business travel with a personal vehicle.

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to adopt the 2024 federal meal reimbursement rates as listed for Minnesota, and for out of state travel at federal rates for the given state. (List on file in the Administrator's Office)

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to adopt the 2024 federal lodging reimbursement rates for lodging for personal lodging expense incurred on county business. (Federal lodging rates on file in the Administrator's Office)

5. Review of Draft Board Operating Procedures Handbook

A motion was made by Commissioner Reese seconded by Commissioner Strandell and adopted by unanimous vote of the Board to adopt the Board Operating Procedures Handbook as presented to the Board. In discussion Administrator Whiting noted only a draft was brought forward. Reese withdrew his motion. A final document will be brought forward on January 16.

AUDITOR WARRANTS

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

AUDITOR WARRANTS 12/01/2023

<u>Vendor Name</u>	<u>Amount</u>
Andover Township Treasurer	52,448.59
Angus Township Treasurer	22,014.88
Badger Township	20,233.01
Belgium Township Treasurer	21,417.23
Beltrami City Clerk- Treasurer	25,551.17
Brandsvold Township Treasurer	33,731.91
Brandt Township Treasurer	22,251.03
Bremer Bank Na	2,789,001.75
Bremer Bank Na	194,246.43
Bremer Bank Na	97,006.66
Brislet Township Treasurer	28,701.24
Bygland Township	25,324.84
Chester Township Treasurer	2,030.00
Climax City Treasurer	24,790.30
Columbia Township Treasurer	36,746.84
County Emergency Medical Serv.	96,603.09
Crookston Area Ambulance Inc	81,393.10
Crookston City	1,456,679.22
Crookston Township Treasurer	41,835.91
Eden Township Treasurer	10,714.21
Erskine City Clerk- Treasurer	82,249.01
Esther Township Treasurer	28,521.82
Euclid Township Treasurer	47,742.45
Fairfax Township Treasurer	38,589.65
Fanny Township Treasurer	40,747.91
Farley Township Treasurer	30,542.68
Fertile City	95,827.51
First Care Medical Services	60,249.81
Fisher City	103,369.60
Fisher Township Treasurer	21,207.94
Fosston City	316,799.67
Garden Township Treasurer	35,208.66
Garfield Township Treasurer	45,618.25
Gentilly Township Treasurer	13,722.14
Godfrey Township Treasurer	61,089.22
Grand Forks Township Treasurer	17,098.40
Grove Park Tilden Township	32,010.42
Gully City	7,676.17
Gully Township Treasurer	7,172.01
Hammond Township Treasurer	28,769.80
Helgeland Township Treasurer	11,808.71
Higdem Township Treasurer	51,097.43

Hill River Township Treasurer	17,322.06
Hubbard Township Treasurer	30,950.59
Huntsville Township Treasurer	54,200.21
Johnson Township	14,594.97
Kertsonville Township Treas	7,805.22
Keystone Township Treasurer	23,598.97
King Township Treasurer	18,858.19
Knute Township Treasurer	31,716.99
Lengby City	4,633.47
Lessor Township Treasurer	18,932.21
Liberty Township Treasurer	22,520.41
Lowell Township Treasurer	42,770.03
Maple Lake Imprvmnt District	24,054.15
Marshall Polk Rural Water Sys	28,043.66
Mcintosh City	114,403.51
Mentor City	21,391.26
Middle- Snake- Tamarac Rivers Wtrshd Di	290,406.25
Nesbit Township Treasurer	36,562.34
Nielsville City	11,749.65
Northland Township Treasurer	22,192.04
NW Regional Development Comm	44,782.76
NWMN HRA	98,588.50
Onstad Township Treasurer	13,627.00
Parnell Township Treasurer	16,691.10
Queen Township Treasurer	33,981.94
Red Lake Watershed District	637,402.00
Reis Township Treasurer	10,129.94
Rhinehart Township Treasurer	27,805.94
Roome Township Treasurer	26,767.96
Rosebud Township Treasurer	29,256.19
Russia Township Treasurer	37,006.68
Sand Hill River W S District	253,767.21
Sandsville Township Treasurer	39,498.08
Scandia Township Treasurer	15,401.66
School District 2176 Treas	150,012.42
School District 2176 Treas	93,260.09
School District 2311 Treas	12,595.24
School District 2609 Treas	83,427.60
School District 2906 Treas	9,830.02
School District 592 Treas	59,334.70
School District 593 Treas	307,592.18
School District 600 Treas	158,424.83

School District 601 Treas	176,439.11
School District 630 Treas	4,461.69
Sletten Township Treasurer	36,498.74
Sullivan Township Treasurer	35,014.36
Tabor Township Treasurer	28,319.25
Tynsid Township Treasurer	7,494.80
Union Lake Sarah Improvement Dist	5,113.89
Vineland Township Treasurer	27,892.97
Wild Rice Watershed Dist Treas	12,311.84
Winger City Clerk Treasurer	33,927.23
Winger Township Treasurer	21,827.68
Woodside Township Treasurer	113,276.72
4 Payments less than 2000	2,620.42
Final Total:	9,760,929.59

AUDITOR WARRANTS 12/05/2023

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	8,627.43
C L Linfoot Co	156,925.75
Davidson Construction	72,500.68
Fertile Oil Company	19,999.50
Hoffman,Philipp, & Martell, PLLC	51,395.00
Liberty Business Systems Inc	6,415.18
Polk County Public Health	13,225.00
9 Payments less than 2000	3,288.01
Final Total:	332,376.55

AUDITOR WARRANTS 12/12/2023

<u>Vendor Name</u>	<u>Amount</u>
BELTRAMI COUNTY SOLID WASTE	9,701.05
BELTRAMI COUNTY SOLID WASTE	5,557.22
C L Linfoot Co	71,891.63
ENTERPRISE FM TRUST	10,137.53
Lenes Sand & Gravel Inc	59,015.69
Lenes Sand & Gravel Inc	6,660.00
Lepier Oil Company Inc	6,006.14
Northdale Oil Inc	4,758.08
Peterson Sheet Metal Inc	62,249.42
Polk County Environmental Services	6,863.19
Proulx Refrigeration	3,947.83
US Bank Voyager Fleet Sys	4,710.72
24 Payments less than 2000	14,914.45
Final Total:	266,412.95

AUDITOR WARRANTS 12/19/2023

<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,653.00
AT&T Mobility	2,668.01
BELTRAMI COUNTY SOLID WASTE	9,214.02
BELTRAMI COUNTY SOLID WASTE	4,412.85
DDA Human Resources Inc	20,250.00
ENTERPRISE FM TRUST	29,936.37
Fischer Rust Law Firm PLLC	2,720.00
Fosston Municipal Utilities	46,969.51
Fosston Municipal Utilities	2,648.01
Great Plains Natural Gas Co	9,329.84
Ottertail Power Co	29,363.71
Polk County	4,100.00
Polk County	95,169.20
Polk County Highway Department	10,152.25
Polk County Social Services	41,016.91
Regents Of The Univ Of Mn	40,512.40
TriTech Software Systems	49,307.59
Verizon Wireless	2,947.78
Ziegler Inc	10,525.74
32 Payments less than 2000	17,903.75
Final Total:	431,800.94

AUDITOR WARRANTS 12/26/2023

<u>Vendor Name</u>	<u>Amount</u>
Lenes Sand & Gravel Inc	55,734.85
Norman County Public Health	6,066.75
Northland Business Systems Inc	6,810.57
Ottertail Power Co	3,092.91
Polk County Public Health	13,664.61
13 Payments less than 2000	6,994.38
Final Total:	92,364.07

MANUAL WARRANTS 12/01/2023

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Rev Tax Division	45,659.08
Final Total:	45,659.08

MANUAL WARRANTS 12/11/2023

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	188,437.91
Minnesota Revenue	32,525.68
Final Total:	220,963.59

MANUAL WARRANTS 12/20/2023

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	5,828.00
Minnesota Revenue	497.61
Mn Dept Of Rev Tax Division	85,915.64
Mn Dept Of Revenue	164.00
Mn Dept Of Revenue	708.00
Final Total:	93,113.25
MANUAL WARRANTS 12/20/2023	

<u>Vendor Name</u>	<u>Amount</u>
Mn Dept Of Revenue	1,782.00
Final Total:	1,782.00
MANUAL WARRANTS 12/22/2023	

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	83,511.32
Final Total:	83,511.32
MANUAL WARRANTS 12/22/2023	

<u>Vendor Name</u>	<u>Amount</u>
U.S. Bank Corporate Payment Systems	1,043.30
Final Total:	1,043.30
MANUAL WARRANTS 12/22/2023	

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 0	-5,597.99
Final Total:	-5,597.99
MANUAL WARRANTS 12/22/2023	

<u>Vendor Name</u>	<u>Amount</u>
Internal Revenue Service	186,176.34
Minnesota Revenue	31,906.22
Final Total:	218,082.56

MANUAL WARRANTS 12/22/2023

<u>Vendor Name</u>	<u>Amount</u>
Minnesota Revenue	391.50
Final Total:	391.50

With no further business the Board adjourned to reconvene at 9:30 o'clock a.m., January 16, 2024.

Gary Willhite, Chair

ATTEST

Charles S. Whiting, County Administrator
Clerk of the Board

January 2, 2024