

JANUARY 16, 2024
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 16, 2024. Members present: Commissioner Paul Reese, Commissioner Warren Strandell, Commissioner Gary Willhite, Commissioner Joan Lee, and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Samuel Melbye, Deputy Clerk of the Board. Members absent: Commissioner Mark Holy.

REVISED AGENDA

A motion was made by Commissioner Lee seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve the revised January 16, 2024, agenda adding No. 4 under Karen Warmack, Social Services.

CONSENT ITEMS

A motion was made by Commissioner Reese seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the January 16, 2024, consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$212,793.40; Public Works Fund, \$233,402.11; Public Safety Fund, \$64,626.43; Public Health Fund, \$39,774.46; Forfeited Tax Sale Fund, \$280.00; Special Assessments (Ditch) Fund, \$24,900.95; Environmental Services Fund, \$10,747.38; Resource Recovery Fund, \$203,574.35; Landfill Fund, \$101,594.91; Per Diems, \$2,175.00; Meal Reimbursements (without overnight lodging), \$0.00 and Sign Audit List.
2. Approve the January 2, 2024, Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$65,443.03 for procurement card purchases.
4. Approve Change Order No. 3 from CL Linfoot, Grand Forks, ND for a -\$5,000.00 deduct for the roofing project at the Justice Center. (The deduct is for the roofing which was not replaced under the roof top Chillers x 2)
5. Approve for payment Lost Warrant No. 575180 dated December 1, 2023, issued to Higdem Township in the amount of \$51,097.43.

COUNTY BOARD MEMBER ISSUE FORUM

1. A motion was made by Commissioner Lee seconded by Commissioner Reese and adopted by unanimous vote of the Board to re-appoint Commissioner Strandell to the Grand Forks-East Grand Forks Metropolitan Planning Organization's Executive Policy Board.
2. Commissioner Reese brought forth that he attended the following meetings:
 - a. Tri-Valley Opportunity Council meeting.
3. Commissioner Strandell brought forth that he attended the following meetings:
 - a. Completed County Board of Appeal and Equalization training.
 - b. Tri-County Community Corrections meeting.
 - c. Phone call from Keith Mykleseth, City of East Grand Forks Water & Lights General Manager, regarding possible wind farm for the City of East Grand Forks.

4. Commissioner Willhite brought forth that he attended the following meetings:
 - a. Tri-Valley Opportunity Council meeting.
5. Commissioner Lee brought forth that she attended the following meetings:
 - a. Northern Minnesota Board of Water and Soil Resources (BWSR) Board meeting regarding Sand Hill River Watershed – One Watershed One Plan.
 - b. Monthly Radio Program.
 - c. Bi-monthly virtual meeting of women county commissioners.
 - d. Association of Minnesota Counties Education and Training meeting.
 - e. State Community Health Services Advisory Committee (SCHSAC) Executive Committee meeting.

HIGHWAY

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

1. Raise Grant Application

Discussion along with a handout was presented to the Board regarding Grand Forks County, City of Grand Forks and the City of East Grand Forks approved spending funds to have SRF complete the Raise Grant Application for the Merrifield Bridge/Inner City Bridges. The cost would be \$28,404.00 with the cost being split 4 ways between the 4 governing agencies. A motion was made by Commissioner Strandell seconded by Commissioner Reese and adopted by unanimous vote of the Board to approve spending \$7,101.00 to have SRF put together a Raise Grant Application for the Merrifield/Inner City Bridges. (Handout on file in the Administrator's Office)

2. Route and Seal Contract CP 123-03-1410 Etc.

Discussion along with handouts were presented to the Board regarding Route & Seal Contract CP 123-03-1410, etc. A motion was made by Commissioner Reese seconded by Commissioner Strandell and adopted by unanimous vote of the Board to cancel CP 123-03-1410 etc. which was awarded to MP Asphalt Maintenance LLC of Clearlake, MN in the amount of \$127,100.00 on February 28, 2023. (Handouts on file in the Administrator's Office)

3. Contractor Payments

Currently Polk County Public Works has approval to pay its contracted road and bridge contracts on a weekly basis. Polk County also uses its equipment bid and quotes to employ contractors to perform the following types of work: snow and ice removal of parking lots, lawn care, ditch cleaning/beaver dam removal and beaver trapping. Polk County Public Works is requesting the ability to pay all these types of contractors work on a weekly basis as well. A motion was made by Commissioner Reese seconded by Commissioner Lee and adopted by unanimous vote of the Board to allow Polk County Public Works to make contractor payments on a weekly basis whether contracted, by quote or direct hire.

4. Replace GIS Supervisor Position/GIS Technician Position

Due to a resignation a motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to allow the Polk

County Highway Department to fill the GIS Supervisor position, or the GIS Technician position as needed based on applicants' experience.

SHERIFF

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

1. Monthly Sheriff Reports

The December 2023 monthly sheriff reports were discussed and presented to the Board. (Reports on file in the Administrator's Office)

2. 2024 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Contract

A motion was made by Commissioner Reese seconded by Commissioner Lee and adopted by unanimous vote of the Board to accept and approve the Federal Boating Safety Equipment Grant for \$2,893.00 as presented to the Board. (Grant on file in the Administrator's Office)

SOCIAL SERVICES

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

1. Social Worker CPS Replacement Request

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve filling a Social Worker CPS position and to fill any internal subsequent position vacancies occurring because of this action.

2. Fiscal Supervisor I Replacement Request

A motion was made by Commissioner Reese seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve filling the Fiscal Supervisor I position and any internal subsequent position vacancies occurring because of this action.

3. Personal Money Management Contract Approval

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2024 contract with the Personal Money Management for \$15,000.00 as presented. (Contract on file in the Administrator's Office)

4. *Tri-Valley Opportunity Council Transportation and Senior Companion Contract Approval

A motion was made by Commissioner Reese seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the 2024 Tri-Valley Opportunity Council Transportation and Senior Companion Contracts as presented to the Board. (Contract on file in the Administrator's Office)

PLANNING AND ZONING

Jacob Snyder, Environmental Services/Planning & Zoning Administrator came before the Board with matters pertaining to Planning and Zoning:

1. Syverson Family Cemetery Final Plat– Parcel No. 38.00097.00

Discussion along with handouts were presented to the Board regarding the Syverson Family Cemetery Final Plat. The applicants (Dawn Carpenter, and co- applicant husband Jeff Carpenter) along with eight family members as shown on handout, propose to plat a private cemetery on a 3.5-acre portion of land on Parcel No. 38.00097.00, located in Section 18 of Hill River Township. The Syverson family wishes to Plat a private cemetery which would create 56 grave sites. The portion of land identified as the cemetery on the proposed plat is a 3.5-acre portion of Parcel No. 38.00097.00 located in Section 18 of Hill River Township and would have road access off County Highway 5. A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Final Plat “Syverson Family Cemetery” as presented to the Board. (Handouts on file in the Administrator’s Office)

ADMINISTRATION

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

1. Resolution (2024-05) Adopting County Board Operating Procedures and Livestreaming County Board Meetings

RESOLUTION (2024-05)
Adopting County Board Operating Procedures
And Livestreaming County Board Meetings

The following resolution (2024 -05) was offered by Commissioner Strandell:

WHEREAS, The County Board of Commissioners has discussed and committed to Board Room improvements to allow for video meeting and livestreaming of Board of Commissioners meetings, and

WHEREAS, The County Board has considered and discussed formalizing Board meeting operating procedures to guide Board meetings in an orderly and businesslike fashion, and

WHEREAS, Those procedures are now before the Board for consideration, and

WHEREAS, The Board Room is ready for livestreaming Board of Commissioner meetings.

NOW THEREFORE BE IT RESOLVED, That the Polk County Board of Commissioners approves the Polk County Board of Commissioners Operating Policies as presented.

BE IT FURTHER RESOLVED, That the Polk County Board of Commissioners authorizes livestreaming of Board of Commissioners meeting beginning January 23, 2024.

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

COMMISSIONER WARRANTS

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

COMMISSIONER WARRANTS

DATED: 01/19/2024

APPROVED: 01/16/2024

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<u>Vendor Name</u>	<u>Amount</u>
Altru Health System	2,084.06
Applied Concepts Inc	13,022.50
Assoc Of Mn Counties	21,000.00
Association of Minnesota Counties	2,249.00
Association of Mn Counties	4,932.00
Baldwin Supply Company	11,885.62
Barr Engineering Co	4,279.00
Beltrami Industrial Services	53,378.82
Bert's Truck Equip Of Moorhead	11,148.00
Brault Construction LLC	23,370.30
Brost Chevrolet Inc	5,120.86
Church & Dwight Co Inc	12,642.52
CNH Industrial Accounts	24,138.09
Country Pet Foods, LLC	6,271.02
Crookston Fuel Company	5,175.00
Daryl P Johnson Revocable Trust	8,207.50
Destination Transport	2,190.00
DTN LLC	67,200.00
East Grand Forks City	6,694.98
Evenaire Systems Inc	3,244.50
GP Excavating LLC	7,380.00
Higher Ground	3,317.70
KNOWiNK	16,637.50
Kustom Kollision LLC	6,877.46
LEADS ONLINE	3,016.00
League Of Minnesota Cities	2,430.00
Level 5 Services	3,969.00
Little Falls Machine Inc	4,315.03
LSQ Funding Group LC	2,975.16
MCIT	6,362.00
McKesson Medical Surgical	2,536.54
Mn Dept Of Transportation	2,919.60
MnCCC Lockbox	100,755.16
MNCCC MI 33	11,463.60
Motorola Solutions Inc	6,685.92
Northdale Oil Inc	4,018.35
Northern Lumber	2,969.11
Polk County	3,859.81
Polk County Environmental Services	79,828.57
Polk County Highway Department	18,228.43
POMPS Tire Service Inc	5,307.52
Primrose Oil Co	2,117.45
Pro West & Associates Inc	3,335.00
RJ Zavoral & Sons Inc	32,300.00
Road Machinery and Supplies Co.	5,201.17
Sampletech	16,945.00
Stantec Consulting Services Inc	6,360.25
Sterling Carpet One	4,675.00
Stone's Mobile Radio Inc	16,113.00
Streicher's	4,256.80
Team Laboratory Chemical LLC	74,037.50
The Babcock & Wilcox Company	2,450.00
The Master's Touch	6,933.24
Trudeau/Ronald	3,875.00
Univar Usa Inc	36,648.40
UpNorth Engineering LLC	5,410.00
Ziegler Inc	4,229.70
199 Payments less than 2000	82,720.25
Final Total:	891,693.99

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., January 23, 2024.

Gary Willhite, Chair

ATTEST:

Charles S. Whiting, County Administrator
Clerk of the Board